

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF MATURITY AND PAYOFF REQUIREMENTS

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Maturity Date: [Insert Date]

Dear [Borrower Name],

This letter serves as formal notice that the above-referenced loan is scheduled to reach its maturity date on **[Insert Date]**. On this date, the entire remaining unpaid principal balance, along with all accrued interest and applicable fees, will become due and payable in full.

The estimated payoff amount required as of the maturity date is **[\$[Insert Amount]]**. Please note that this amount is subject to change based on the exact date funds are received and any additional disbursements or fees incurred.

Payment Instructions:

- **Wire Transfer:** [Insert Bank Name, Routing Number, and Account Number]
- **Certified Check:** Please make checks payable to [Insert Payee Name] and mail to [Insert Mailing Address].

Failure to remit the full payoff amount by the maturity date may result in the loan being placed in default, the application of late charges, and an increase in the interest rate to the default rate as specified in your loan agreement.

If you intend to refinance this debt or require a formal payoff statement for a closing agent, please contact our Payoff Department at [Insert Phone Number] or [Insert Email Address] at least [Number] days prior to the maturity date.

Sincerely,

[Authorized Signature]

[Name of Lender/Servicer]

[Title]