

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

Loan Number: [Insert Loan Number]

TO:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR FULL PAYOFF

Property Address: [Insert Collateral Property Address]

Dear [Borrower Name/Representative],

This letter serves as formal notice that you are in default of your obligations under the Promissory Note and Mortgage/Deed of Trust dated [Date of Agreement], regarding the commercial property located at the address referenced above.

The nature of the default is as follows: [e.g., failure to make monthly payments due from (Date) to (Date) / failure to pay property taxes / failure to maintain insurance].

As a result of this default, [Lender Name] hereby exercises its right to accelerate the entire balance of the loan. Demand is hereby made for the immediate payment of the total payoff amount calculated as of [Date], as detailed below:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Charges: \$[Amount]
- Default Interest: \$[Amount]
- Legal/Attorney Fees: \$[Amount]
- Escrow Deficit (if applicable): \$[Amount]
- **TOTAL PAYOFF AMOUNT: \$[Total Amount]**

Please note that interest continues to accrue at a per diem rate of \$[Amount] per day. To obtain an updated payoff figure prior to sending funds, please contact our office at [Phone Number].

Payment must be made in certified funds or via wire transfer no later than [Deadline Date]. Please use the following wiring instructions:

Bank Name: [Bank Name]

ABA/Routing Number: [Routing Number]

Account Number: [Account Number]

Reference: [Loan Number / Borrower Name]

Failure to remit the full payoff amount by the date specified will result in [Lender Name] pursuing all available legal remedies, including but not limited to the commencement of foreclosure proceedings against the property and/or legal action against any guarantors to recover the debt.

Nothing contained in this letter shall be construed as a waiver of any rights or remedies available to the Lender under the loan documents or applicable law.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Lender/Service Name]

cc: [Guarantor Name, if applicable]

[Legal Counsel]