Date: [Insert Date]

Borrower Name(s): [Insert Borrower Name(s)]
Property Address: [Insert Property Address]
Loan Number: [Insert Loan Number]

Subject: Notice of Loan Maturity and Payoff Requirements

Dear [Insert Borrower Name],

Our records indicate that your construction-to-permanent loan is approaching its maturity date on [Insert Maturity Date]. At this time, the construction phase is scheduled to conclude, and the full balance of the loan will become due or transition according to your original agreement.

To satisfy the terms of this loan, a total payoff is required. Please find the payoff figures calculated through [Insert Date] below:

- **Principal Balance:** $[Insert Amount]
- **Interest Due:** $[Insert Amount]
- **Escrow/Other Charges:** $[Insert Amount]
- **Total Payoff Amount: $[Insert Total Amount]**

Per Diem Interest: $[Insert Amount] (to be added for every day after the date listed above).

Payment Instructions:
Please remit payment via wire transfer or certified check using the following instructions:
Bank Name: [Insert Bank Name]
Routing Number: [Insert Routing Number]
Account Number: [Insert Account Number]
Reference: [Insert Loan Number]

If you intend to convert this loan into a traditional permanent mortgage through our institution, please contact your loan officer, [Insert Name], at [Insert Phone/Email] immediately to complete the final conversion documentation and inspections.

Failure to provide the payoff funds or complete the conversion by the maturity date may result in late fees or default proceedings as outlined in your promissory note.

Sincerely,

[Insert Name/Signature]
[Insert Department]
[Insert Lending Institution Name]