[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

DATE: [Current Date]

TO:
[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: NOTICE OF LOAN MATURITY AND PAYOFF STATEMENT

Loan Account Number: [Account Number]
Property Address: [Project Property Address]
Maturity Date: [Date of Loan Maturity]

Dear [Borrower Name],

This letter serves as formal notice that your construction loan for the above-referenced property is scheduled to reach its maturity date on **[Date of Loan Maturity]**. All outstanding principal, interest, and fees must be paid in full on or before this date.

PAYOFF CALCULATION:

- Principal Balance: $[0.00]
- Accrued Interest (through [Date]): $[0.00]
- Unpaid Fees/Late Charges: $[0.00]
- Escrow/Other Credits: ($[0.00])
- **TOTAL PAYOFF AMOUNT: $[0.00]**

DAILY INTEREST:
Please note that interest continues to accrue at a daily rate of $[0.00]. If payment is received after [Date], please add the daily interest amount for each additional day.

WIRE TRANSFER INSTRUCTIONS:
Bank Name: [Bank Name]
Routing Number: [Routing Number]
Account Number: [Account Number]
Reference: [Loan Number / Borrower Name]

Upon receipt of the full payoff funds, [Lender Name] will process the release of the lien and provide the necessary satisfaction of mortgage documentation.

If you intend to refinance this loan or require an extension, please contact your loan officer, [Officer Name], at [Phone Number] immediately to discuss available options.

Sincerely,

[Name/Signature]
[Title]
[Lender Department]