Date: [Insert Date]

To: [Borrower Name]
Address: [Borrower Address]
City, State, Zip: [City, State, Zip]

RE: Notice of Loan Maturity and Payoff Requirements

Loan Number: [Insert Loan Number]
Property Address: [Insert Project/Property Address]
Maturity Date: [Insert Date of Maturity]

Dear [Borrower Name],

This letter serves as a formal notification that your construction loan for the above-referenced property is scheduled to reach its maturity date on [Insert Date]. On this date, the full outstanding balance of the loan, including all principal, accrued interest, and applicable fees, will become due and payable in full.

Payoff Quote Details (Valid through [Insert Date]):

- Principal Balance: $[0.00]
- Accrued Interest: $[0.00]
- Outstanding Fees/Charges: $[0.00]
- **Total Payoff Amount: $[0.00]**
- Per Diem Interest: $[0.00]

Please ensure that payment is received via wire transfer or certified funds by the maturity date to avoid late charges or a default status on your account. If you are in the process of converting this construction loan into a permanent mortgage or seeking an extension, please contact your Loan Officer immediately at [Insert Phone Number].

Wire Instructions:
Bank Name: [Insert Bank Name]
ABA/Routing Number: [Insert Number]
Account Number: [Insert Number]
Reference: [Insert Loan Number/Borrower Name]

Failure to satisfy the loan balance by the maturity date may result in the commencement of legal action or foreclosure proceedings as permitted by your loan agreement.

Sincerely,

[Authorized Signature]
[Name and Title]
[Lending Institution Name]