

[Date]

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

**RE: NOTICE OF DELINQUENT BALLOON PAYMENT**

Account Number: [Loan Account Number]  
Property Address: [Property Address, if applicable]

Dear [Borrower Name],

This letter serves as formal notice that the balloon payment for the above-referenced loan was due on [Due Date]. As of the date of this letter, we have not received the full payoff amount.

The total amount now required to satisfy the loan in full is as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Payoff Amount: \$[Total Amount]**

Please be advised that interest continues to accrue daily at a rate of \$[Daily Interest Amount]. To prevent further legal action or negative reporting to credit agencies, please remit the total payoff amount by [Deadline Date].

Payment should be made via [Wire Transfer/Certified Check/Other Method] to the following address:

[Lender Name]  
[Payment Mailing Address]  
[City, State, Zip Code]

If you are unable to make this payment in full or wish to discuss refinancing options, you must contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Representative Name]  
[Title]  
[Lender Name]