

Date: [Insert Date]

To: [Lender Name/Company]

Address: [Lender Street Address]

City, State, Zip: [Lender City, State, Zip]

From: [Borrower Name]

Loan Account Number: [Insert Loan Number]

Property Address: [Insert Collateral Property Address]

RE: Notice of Intent to Pay Off Balloon Payment

Dear [Lender Name or Loan Officer],

This letter serves as formal notice regarding the upcoming balloon payment for the above-referenced hard money loan, which is scheduled to mature on [Maturity Date].

I am requesting an official payoff statement calculated through [Anticipated Payoff Date]. Please ensure the statement includes the following details:

- Principal balance remaining.
- Accrued interest through the payoff date.
- Any applicable late fees or administrative charges.
- Wiring instructions for the final disbursement.

The total payoff funds will be delivered via [mention method, e.g., proceeds from refinancing, sale of the property, or cash].

Please provide the requested payoff statement by [Date] to [Borrower Email or Title Company Email].

If you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Printed Name]