

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Notice of Upcoming Balloon Payment and Payoff Amount

Dear [Borrower Name],

This letter serves as a formal notice regarding the seller-financed mortgage for the property located at [Property Address], dated [Date of Original Note].

According to the terms of your Promissory Note, a final balloon payment is due on [Due Date]. Please find the payoff calculations below:

- **Principal Balance:** \$[0.00]
- **Accrued Interest (through [Date]):** \$[0.00]
- **Late Fees/Other Charges:** \$[0.00]
- **Total Payoff Amount:** \$[0.00]

To satisfy the mortgage in full, the total payoff amount must be received by [Date]. Please make the payment via [Check/Wire Transfer/Certified Funds] to the following address/account:

[Payment Instructions/Account Details]

Upon receipt and clearance of the full payment, I will execute and provide you with a Release of Mortgage (or Satisfaction of Mortgage) document to be recorded with the County Recorder's Office.

If you have any questions regarding this balance, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Seller Signature]

[Seller Printed Name]