

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Final Balloon Payment

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Maturity Date: [Insert Date]

To [Contact Name or Loan Department],

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

According to my records, the estimated final payment amount is \$[Amount]. Please provide a formal payoff statement that includes the following information:

- The exact principal balance remaining.
- Accrued interest through the maturity date.
- Any applicable discharge or recording fees.
- Daily interest accrual (per diem) rate.
- Wiring instructions or preferred mailing address for the final payment.

I intend to remit the full payoff amount on or before [Date]. Once the payment has been processed, please forward the original Note marked "Paid in Full" and the necessary lien release documentation to my attention at the address listed below.

Thank you for your prompt assistance in this matter. Please send the payoff statement to [Email Address] or fax it to [Fax Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address]