[Date]

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

RE: NOTICE OF LOAN MATURITY

Dear [Borrower Name],

This letter serves as formal notice regarding your loan with [Lender Name], account number [Account Number], which is reaching its scheduled maturity date on [Maturity Date].

Upon reaching this maturity event, the full outstanding balance of the loan becomes due and payable immediately. As of [Current Date], the estimated payoff amount is $[Amount], which includes:

- Principal Balance: $[Amount]
- Accrued Interest: $[Amount]
- Fees/Other Charges: $[Amount]

Please be advised that failure to remit the total amount due by the maturity date may result in the account being placed in default, which could lead to additional interest charges, late fees, and potential legal or collection actions as outlined in your original loan agreement.

To ensure your account is settled properly, please choose one of the following options:

1. **Full Payoff:** Submit the total balance via [Payment Method] by [Maturity Date].
2. **Refinancing:** If you are unable to pay the balance in full, please contact our office immediately to discuss potential refinancing or extension options.

If you have already sent your payment, please disregard this notice. For balance inquiries or to discuss your repayment plan, contact our Loan Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Lender Name]