Date: [Insert Date]

Borrower Name: [Insert Borrower Name]
Co-Borrower Name: [Insert Co-Borrower Name, if applicable]
Mailing Address: [Insert Address]
City, State, Zip: [Insert City, State, Zip]

RE: NOTICE OF PENDING LOAN MATURITY

Loan Number: [Insert Loan Number]
Property Address: [Insert Project/Property Address]
Maturity Date: [Insert Maturity Date]

Dear [Insert Borrower Last Name],

This letter serves as a formal notification that your construction loan for the property referenced above is scheduled to mature on **[Insert Maturity Date]**. According to our records, the full outstanding balance, including principal, interest, and any applicable fees, will be due and payable in full on that date.

As you approach the completion of your construction project, please review the following options available to satisfy the loan obligations:

- **Full Payoff:** Remit the total balance due on or before the maturity date.
- **Permanent Financing:** If you are converting this loan into a permanent mortgage, please ensure all final inspections and occupancy permits are submitted to the bank immediately.
- **Extension Request:** If construction is not yet complete, you may request a formal loan extension. Please note that extensions are subject to credit approval and may involve additional fees.

To ensure a smooth transition and avoid potential late fees or default interest, please contact your Loan Officer, [Insert Officer Name], at [Insert Phone Number] or [Insert Email Address] no later than [Insert Deadline Date] to discuss your intended path forward.

If you have already paid this loan in full or have an extension currently in process, please disregard this notice.

Sincerely,

[Insert Name/Department]
[Insert Financial Institution Name]
[Insert Contact Phone Number]