

Dear [Borrower's Name],

We hope this message finds you well. This letter serves to provide you with important information regarding your mortgage dues and upcoming deadlines.

Monthly Mortgage Payment

Your monthly mortgage payment amount is **[\$Amount]**. Payment is due on the **[Due Date]** of each month.

Payment Methods

You can make your payment via the following methods:

- Online through our secure portal
- By mail using the enclosed addressed envelope
- Over the phone with one of our representatives

Grace Period

Please note that there is a grace period of **[Number] days**. If payment is not received by the end of this period, a late fee of **[\$Late Fee Amount]** will be applied.

Important Deadlines

- Next Payment Due Date: **[Next Due Date]**
- Last Day of Grace Period: **[Grace Period End Date]**
- Next Annual Review: **[Review Date]**

If you have any questions, please do not hesitate to reach out to our customer service team at **[Customer Service Phone Number]** or **[Customer Service Email]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Lender's Company Name]