

# Balloon Payment Announcement

Date: [Insert Date]

To: [Lessee's Name]  
[Lessee's Address]  
[City, State, Zip Code]

Dear [Lessee's Name],

We are writing to inform you that the term of your lease agreement for [Describe the asset or equipment leased] is approaching its conclusion. As per the terms outlined in our lease agreement dated [Insert Lease Agreement Date], a balloon payment of [Insert Amount] will be due on [Insert Due Date].

This balloon payment represents the final amount owed for the leased asset and is required to satisfy the remaining balance of the lease.

Please make arrangements to ensure that this payment is made on or before the due date to avoid any late fees or penalties. If you have any questions or require further clarification regarding this payment, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Contact Information]