

Balloon Payment Clarification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We would like to take this opportunity to clarify the details regarding your upcoming balloon payment for your loan account with us.

A balloon payment is a larger-than-usual one-time payment at the end of a loan. This payment is typically required when a borrower makes lower payments throughout the term of the loan, resulting in a remaining balance due at maturity. Your balloon payment is scheduled for [Insert Due Date], and the amount due will be [Insert Amount].

Please let us know if you have any questions regarding your balloon payment or if you need assistance in planning for this payment. We are here to help.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]