

Loan Payment Follow-Up Letter

Date: [Insert Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We hope this message finds you well. This is a reminder regarding your loan with us, Account Number: [Account Number]. As your loan servicer, we want to ensure you are aware of the upcoming balloon payment due on [Due Date].

The total amount due for the balloon payment is [insert amount]. Please ensure that the payment is made by the due date to avoid any potential late fees or negative impact on your credit score.

If you have any questions or need assistance with your payment options, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]