

Balloon Payment Update

Date: [Insert Date]

Dear [Account Manager's Name],

We are writing to inform you about an important update regarding balloon payments associated with your accounts.

As per the recent review of account terms and conditions, the balloon payment due on [Insert Due Date] will now amount to [Insert Amount]. Please be advised to communicate this change to your clients accordingly.

For any questions or further clarification, please don't hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]