

Letter of Alternatives for Balloon Payment Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title / Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Alternatives for Balloon Payment Closure

I hope this message finds you well. I am writing to discuss the upcoming balloon payment due on my loan/lease agreement dated [insert agreement date]. As we approach this deadline, I would like to explore potential alternatives for the closure of this payment.

Option 1: [Briefly describe a proposed alternative, e.g., refinancing the remaining balance over an extended term.]

Option 2: [Briefly describe another proposed alternative, e.g., negotiating a lower lump sum payment.]

Option 3: [Briefly describe a third proposed alternative, e.g., creating a payment plan to spread out the payment.]

I believe these options could provide a viable path forward and would appreciate the opportunity to discuss them further. Please let me know a convenient time for us to talk or meet regarding these alternatives.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]