

Balloon Payment Payoff Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payoff plan for my balloon payment due on [insert due date]. As you are aware, the original agreement has a balloon payment of [insert amount], which I am committed to fulfilling.

Due to unforeseen circumstances, I am requesting consideration for an alternative payoff structure that will enable me to settle this obligation. I propose the following:

- **Payment Amount:** [Insert proposed payment amount]
- **Payment Frequency:** [Insert frequency - e.g., monthly, quarterly]
- **Proposed Start Date:** [Insert proposed start date]
- **Payment Duration:** [Insert duration in months/years]

I am open to discussing this proposal further and exploring any additional terms that may be necessary to move forward. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]