

Balloon Payment Remittance Choices

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out regarding the balloon payment due on your loan for [Loan/Account Number]. Below are your remittance options for your convenience:

Remittance Choices:

1. **Electronic Transfer:** You can transfer the amount directly via our online portal.
2. **Check Payment:** Mail a check to the address listed below:
 - o [Mailing Address]
3. **Phone Payment:** Call our customer service at [Phone Number] to process your payment.

Please ensure that your payment is made by the due date of [Insert Due Date] to avoid any penalties. If you have any questions or need assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]