

Balloon Payment Settlement Options

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Balloon Payment Settlement Options

Dear [Recipient's Name],

We hope this letter finds you well. As we approach the conclusion of your loan agreement, we would like to outline the available options for the balloon payment due on [Insert Due Date].

Settlement Options

1. **Full Balloon Payment:** Pay the total balloon payment amount of [Insert Amount] in full by the due date.
2. **Refinancing:** Consider refinancing the remaining balance with a new loan agreement.
3. **Payment Plan:** Set up a structured payment plan to pay off the balloon amount over an agreed timeline.
4. **Negotiate a Settlement:** Discuss possible negotiation options for a reduced payoff amount.

Please contact us at [Your Phone Number] or [Your Email Address] to discuss these options further or to schedule a meeting. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]