

# Options for Executing Balloon Payment

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the maturity date of the balloon payment due on [Insert Date], I wanted to outline the available options for executing this payment.

## Payment Options

- **Option 1:** Full Payment - A one-time payment of the outstanding balance of [Insert Amount].
- **Option 2:** Refinancing - Applying for a new loan to cover the balloon payment.
- **Option 3:** Extended Payment Plan - Negotiating terms for an installment payment plan.
- **Option 4:** Selling the Asset - Selling the asset securing the loan to cover the payment.

Please let me know which option you would prefer or if you would like to discuss alternative solutions. I am available for a call or meeting at your convenience.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]