

# Important Notice: Balloon Payment Due

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

This letter serves as a reminder that a balloon payment of [insert amount] is due on [insert due date] for your mortgage account number [insert account number].

As outlined in your mortgage agreement, the balloon payment is the final lump sum due following a period of smaller monthly payments. It is essential to ensure that funds are available to cover this payment to avoid any penalties or negative impacts on your credit.

If you have any questions or concerns regarding this payment or if you wish to discuss your options, please do not hesitate to contact our office at [insert contact number] or [insert email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]