

Balloon Payment Follow-Up

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to follow up on the balloon payment originally scheduled for [Insert Date of Balloon Payment]. As the payment due date approaches, I would like to confirm the details regarding the payment amount and any other necessary steps to ensure a smooth transaction.

According to our agreement, the total balloon payment is [Insert Amount]. I would appreciate it if you could provide me with any updated instructions or documentation required for processing this payment.

If there are any changes to our original agreement or if you require additional information from my side, please do not hesitate to reach out. I am committed to fulfilling my obligations and ensuring that this matter is resolved promptly.

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 Phone Number]

[Your Email Address]