

Impending Balloon Payment Advice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Dear [Borrower's Name],

This letter serves as a reminder that your loan, account number [Account Number], is approaching a balloon payment due on [Due Date]. The total amount of the balloon payment is [Amount].

As you are aware, a balloon payment is a large final payment due at the end of the loan term, and it is crucial that arrangements are made to settle this payment to avoid any potential penalties or negative impact on your credit.

If you have any questions or would like to discuss your payment options, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We are here to assist you in making this process as smooth as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]