

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

Subject: Confirmation of Final Balloon Payment and Loan Payoff

Dear [Customer Name],

This letter serves as formal confirmation that we have received your final balloon payment in the amount of \$[Amount] on [Date Received].

We are pleased to inform you that your loan account #[Account Number] is now paid in full. As of [Date], your outstanding balance is \$0.00, and the account has been closed in our records.

Regarding your account status:

- **Lien Release:** [The lien on the property/vehicle will be released within X business days / The title will be mailed to you by Date].
- **Credit Reporting:** We will notify the major credit bureaus that the account has been paid in full during the next reporting cycle.
- **Documents:** Any original promissory notes or security agreements will be marked "PAID" and returned to you shortly.

Thank you for your business. If you have any questions regarding this confirmation, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Signature]
[Title]
[Company Name]