

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Confirmation of Balloon Payment Agreement - Account #[Account Number]

Dear [Recipient Name],

This letter serves as formal confirmation of the agreement reached between [Creditor Name] and [Debtor Name] regarding the outstanding balance on the aforementioned commercial account.

It is agreed that the remaining principal balance and any accrued interest shall be settled via a single "balloon payment" as detailed below:

- **Total Balloon Payment Amount:** \$[Amount]
- **Due Date:** [Date]
- **Payment Method:** [Wire Transfer/Check/ACH]

By making this payment on or before the specified due date, the debt associated with the above-referenced account will be considered paid in full. Failure to remit the payment by the agreed-upon date may result in the reinstatement of the original payment terms or immediate legal action to recover the full debt amount.

Please acknowledge your agreement to these terms by signing below and returning a copy of this letter to our office by [Return Date].

Sincerely,

[Sender Signature]
[Sender Printed Name]
[Sender Title]

Acknowledgment and Acceptance:

I, [Name of Authorized Representative], acting on behalf of [Debtor Company Name], hereby accept and agree to the balloon payment terms outlined above.

Signature: _____ Date: _____