

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Account Number: [Account Number] - Balloon Payment Agreement Confirmation

Dear [Customer Name],

This letter serves as formal confirmation of the repayment agreement reached on [Date of Agreement] regarding your delinquent account. We appreciate your commitment to resolving this outstanding balance.

Per our agreement, the repayment terms are as follows:

- **Current Past Due Balance:** \$[Amount]
- **Installment Payments:** [Number] monthly payments of \$[Amount] beginning on [Start Date].
- **Final Balloon Payment:** A final lump sum payment of \$[Amount] due on [Date].

The final balloon payment will cover the remaining principal, accrued interest, and any applicable late fees. Please ensure that all payments are received by their respective due dates to keep this agreement in good standing.

Failure to adhere to this schedule may result in the cancellation of this agreement and the resumption of standard collection activities. Payments can be made via [Payment Method: Online/Phone/Mail].

If you have any questions regarding this schedule, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Company Name]