Date: [Insert Date]

Lender Name: [Insert Lender Name]
Address: [Insert Lender Address]
City, State, Zip: [Insert City, State, Zip]

Borrower Name: [Insert Borrower Name]
Loan Account Number: [Insert Account Number]
Property/Collateral Address: [Insert Address, if applicable]

Subject: Confirmation of Final Balloon Payment Agreement

Dear [Insert Borrower Name],

This letter serves as formal confirmation regarding the upcoming final balloon payment required to satisfy the terms of your loan agreement dated [Insert Original Loan Date].

As per our records and the terms of your Promissory Note, the details of your final payoff are as follows:

- **Final Balloon Payment Amount:** $[Insert Amount]
- **Due Date:** [Insert Date]
- **Interest Included Up To:** [Insert Date]
- **Daily Interest Rate (Per Diem):** $[Insert Amount]

Please ensure that the full payment amount is received by the due date mentioned above. Payments received after this date may be subject to additional interest charges or late fees as specified in your contract.

Payment Instructions:

Please submit your payment via [Insert Payment Method, e.g., Wire Transfer, Certified Check] to the following account/address:

[Insert Payment Details/Address]

Upon receipt and processing of the total payoff amount, we will initiate the process to release the lien held on the [Property/Collateral] and issue a formal "Release of Liability" or "Satisfaction of Mortgage" document within [Insert Number] business days.

If you have any questions or believe there is a discrepancy in these figures, please contact our loan department immediately at [Insert Phone Number].

Sincerely,

[Signature]
[Insert Name of Authorized Representative]
[Insert Title]
[Insert Company Name]