Date: [Insert Date]

Recipient Name: [Insert Borrower Name]
Address: [Insert Borrower Address]
Account/Loan Number: [Insert Number]

Subject: Confirmation of Installment and Balloon Payment Agreement

Dear [Insert Borrower Name],

This letter serves as formal confirmation of the repayment agreement reached between [Insert Lender Name] and [Insert Borrower Name] regarding the outstanding balance of $[Insert Total Amount].

As per our agreement, the repayment schedule is structured as follows:

1. Installment Payments:

- **Number of Installments:** [Insert Number, e.g., 12]
- **Installment Amount:** $[Insert Amount]
- **Frequency:** [Insert Frequency, e.g., Monthly]
- **Start Date:** [Insert Date]
- **End Date of Installments:** [Insert Date]

2. Balloon Payment:

- **Final Balloon Payment Amount:** $[Insert Amount]
- **Due Date:** [Insert Date]

The balloon payment represents the remaining principal and any accrued interest due in a single final lump sum at the end of the term. Failure to make any installment payment or the final balloon payment by the specified dates may result in [Insert Penalty/Default Terms].

Please review these terms carefully. If you agree to the schedule as outlined above, please sign and return a copy of this letter.

Sincerely,

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

Acknowledgment and Acceptance:

I, [Insert Borrower Name], hereby acknowledge and agree to the installment and balloon payment terms described in this letter.

Signature: ____________________________
Date: ____________________________