**Date:** [Insert Date]

**Account Number:** [Insert Account Number]

**Original Balance:** $[Insert Amount]

**Settled Balloon Payment Amount:** $[Insert Amount]

Dear [Customer Name],

This letter serves as formal confirmation of our agreement regarding the reduced balance balloon payment for the above-referenced account.

The terms of this agreement are as follows:

- **Settlement Amount:** We have agreed to accept a final lump-sum payment of $[Insert Amount] to satisfy the remaining balance of your loan.
- **Due Date:** This payment must be received in full no later than [Insert Date].
- **Payment Method:** Payment should be made via [Insert Method, e.g., Certified Check, Wire Transfer].

Upon successful receipt and processing of the agreed-upon amount by the specified deadline, [Company Name] will consider the account paid in full. We will update our records to show a zero balance and release any applicable liens within [Number] business days.

Please note that if payment is not received by the due date, this agreement will become void, and the full original balance will remain due and payable immediately.

If you have any questions, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Authorized Representative]
[Your Title]
[Company Name]