Loan Repayment Acknowledgment

Date:
Borrower's Name:
Borrower's Address:
Dear [Borrower's Name],
We would like to acknowledge the receipt of your payment for the personal loan taken on [Loan Date]. We have received an amount of [Amount] on [Payment Date].
Details of the Transaction:
 Loan Account Number: Payment Amount: Payment Method: Balance Remaining:
Thank you for your timely payment. Should you have any questions, feel free to contact our office.
Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]