

Letter of Clarification for Partial Loan Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Clarification Regarding Partial Loan Payment Process

I hope this message finds you well. I am writing to clarify the process regarding my recent partial payment towards my loan account with the number [Insert Loan Number].

On [Insert Payment Date], I made a partial payment of [Insert Amount] which I intend to apply towards my total loan balance. I would like to confirm that this payment has been received and clarify how it will be reflected in my loan statement.

Additionally, I would appreciate information on the following:

- The impact of this partial payment on my remaining balance.
- Any fees associated with making a partial payment.
- How my next payment schedule will be adjusted as a result.

Thank you for your attention to this matter. I look forward to your prompt response so that I can ensure my account is kept in good standing.

Sincerely,

[Your Name]