

Loan Terms Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the terms and conditions associated with the loan I am considering from your institution.

Specifically, I would appreciate your insights on the following:

- Interest rates: [insert specific inquiry]
- Loan duration: [insert specific inquiry]
- Monthly payment amounts: [insert specific inquiry]
- Any additional fees or charges: [insert specific inquiry]

Your prompt response would be greatly appreciated as it will assist me in making an informed decision.

Thank you for your assistance.

Sincerely,

[Your Name]