

Loan Communication Letter

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you about the details of your loan agreement with us. Below are the key terms and conditions:

- **Loan Amount:** \$[Insert Amount]
- **Interest Rate:** [Insert Interest Rate]% per annum
- **Loan Term:** [Insert Duration] months/years
- **Monthly Payment:** \$[Insert Payment Amount]
- **Due Date:** [Insert Due Date]

Please ensure that your payments are made on time to avoid any late fees or penalties. If you have any questions regarding your loan, feel free to contact us at [Insert Contact Information].

Thank you for choosing us as your lending partner.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]