

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

## **Subject: Assessment of Loan Clauses**

Dear [Lender's Name],

I am writing to formally request an assessment of the varied clauses outlined in my loan agreement (Loan Number: [Loan Number]). I seek clarification on the following points:

- **Term Length:** Please confirm the duration of the loan term and any options for early repayment.
- **Interest Rate:** Clarification on whether the interest rate is fixed or variable.
- **Fees and Charges:** A detailed breakdown of any additional fees associated with the loan.
- **Prepayment Penalties:** Explanation regarding penalties for early repayment.
- **Default Clauses:** Conditions under which the loan may be considered in default.

Understanding these clauses is crucial for my financial planning. I appreciate your prompt attention to this matter and look forward to your detailed response.

Thank you for your assistance.

Sincerely,

[Your Name]