

# Commercial Loan Interest Notification

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to inform you about the current interest rate applicable to your commercial loan with [Your Company]. As of [Effective Date], the annual interest rate will be [Interest Rate]%.

This adjustment is due to [briefly explain reason for interest rate adjustment, if applicable]. We understand that fluctuations in interest rates can impact your financial planning, and we are here to assist you during this transition.

If you have any questions or require further clarification regarding your loan or the interest rate, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership with [Your Company].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Title]  
[Your Company]