

# Periodic Loan Payment Update

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. This letter serves as an update regarding your loan with us.

## Loan Details:

- Loan Amount: [Insert Amount]
- Current Balance: [Insert Current Balance]
- Payment Due Date: [Insert Due Date]

## Payment Summary:

- Last Payment Date: [Insert Last Payment Date]
- Last Payment Amount: [Insert Last Payment Amount]
- Next Payment Amount: [Insert Next Payment Amount]

If you have any questions regarding your loan or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]