

Fixed Interest Rate Alteration Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the alteration in the fixed interest rate applicable to my loan account [Account Number]. Effective [Effective Date], the interest rate will change from [Old Interest Rate]% to [New Interest Rate]%. This adjustment is based on [reason for the alteration - e.g., new policy, market conditions, etc.].

Please confirm the receipt of this letter and the details of the new fixed interest rate. I look forward to your prompt response and appreciate your attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]