

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Amortization Schedule Disclosure

Dear [Recipient's Name],

We are pleased to provide you with the amortization schedule for your recent business financing agreement with [Your Business Name]. This schedule outlines the payment plan and the allocation of each payment between interest and principal over the loan term.

Loan Amount: \$[Loan Amount]

Interest Rate: [Interest Rate]% per annum

Loan Term: [Loan Term] months

Start Date: [Start Date]

Amortization Schedule

Payment Number	Payment Amount	Principal Repayment	Interest Payment	Remaining Balance
1	[\$Payment Amount]	[\$Principal Repayment]	[\$Interest Payment]	[\$Remaining Balance]

If you have any questions or require further details, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]