

Loan Repayment Conditions Summary

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

This letter serves as a summary of the conditions for the repayment of your loan as detailed in the loan agreement dated [Insert Agreement Date]. Please review the following key points:

Loan Information

- **Loan Amount:** [Insert Amount]
- **Interest Rate:** [Insert Rate]% per annum
- **Loan Term:** [Insert Term] months

Repayment Schedule

Payments are due on the [Insert Due Date] of each month, starting from [Insert Start Date].

Payment Methods

Payments can be made via the following methods:

- Bank Transfer
- Online Payment Portal
- Check

Late Payment Penalties

Please note that late payments may incur a fee of [Insert Fee Amount] and may affect your credit rating.

Contact Information

If you have any questions regarding your loan or repayment conditions, please do not hesitate to contact us at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]