

# Loan Repayment Schedule

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

We are writing to outline the repayment schedule for the loan received on [Insert Loan Date] in the amount of [Insert Loan Amount]. Below is the detailed schedule for repayment:

Payment Number	Due Date	Payment Amount	Remaining Balance
1	[Insert Due Date]	[Insert Amount]	[Insert Remaining Balance]
2	[Insert Due Date]	[Insert Amount]	[Insert Remaining Balance]
3	[Insert Due Date]	[Insert Amount]	[Insert Remaining Balance]

We appreciate your support and understanding as we ensure timely repayments as outlined above. Should you have any questions, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]