

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request clarification on the detailed terms and conditions of my loan agreement dated [Loan Agreement Date]. I would appreciate it if you could provide more information regarding the following points:

- Interest rates and calculation methods
- Payment schedule and any penalties for late payments
- Terms related to early repayment
- Any additional fees or charges applicable

Understanding these aspects thoroughly is important for my financial planning. I would be grateful if you could provide the requested details at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]