

Loan Settlement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Subject: Confirmation of Loan Settlement Terms

Dear [Lender's Name],

I am writing to confirm the settlement terms regarding my loan account #[Account Number]. As discussed, the following terms have been agreed upon:

- **Loan Amount:** [Loan Amount]
- **Settlement Amount:** [Settlement Amount]
- **Due Date for Settlement:** [Due Date]
- **Payment Method:** [Payment Method]
- **Reference Number:** [Reference Number]

I appreciate your assistance in this matter and look forward to settling this account as outlined above. Should there be any changes or further clarifications needed, please feel free to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]