

Confirmation of Loan Amount Due

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We are writing to confirm the details of your loan as per our recent discussion. Below are the details of the loan amount currently due:

Loan Amount: \$[Loan Amount]

Due Date: [Due Date]

Interest Rate: [Interest Rate]%

Please ensure that the payment is made by the due date to avoid any late fees or penalties.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]