

# Financial Agreement for Short-Term Business Loan

**Date:** [Insert Date]

**Recipient Name:** [Insert Recipient Name]

**Recipient Address:** [Insert Recipient Address]

## Subject: Financial Agreement for Short-Term Business Loan Assistance

Dear [Recipient Name],

This letter serves as a formal agreement regarding the short-term business loan assistance being provided by [Your Company Name] to [Recipient Name/Company Name]. Below are the terms and conditions of the loan:

### Loan Amount

The total loan amount is \$[Insert Amount].

### Loan Duration

The duration of the loan will be [Insert Duration, e.g., 6 months], commencing from the date of disbursement.

### Interest Rate

The loan will bear an interest rate of [Insert Interest Rate]% per annum.

### Repayment Schedule

Repayment of the loan principal along with interest will be made in [Insert Number of Installments] installments. The first payment is due on [Insert Due Date].

### Late Payment Penalties

A late payment fee of \$[Insert Fee Amount] will be applied if the payment is not received by the due date.

### Governing Law

This agreement shall be governed by the laws of the State of [Insert State].

By signing below, both parties agree to the terms and conditions outlined in this agreement.

**Recipient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your trust. We look forward to supporting your business growth.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]