

Update on Loan Repayment Arrangement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your loan repayment arrangement.

As per our recent discussions, we have made the following adjustments to your repayment plan:

- New Due Date: [Insert New Due Date]
- Revised Monthly Payment: [Insert Amount]
- Total Loan Duration: [Insert Duration]

Please review the updated arrangement and confirm your acceptance by [Insert Confirmation Deadline]. If you have any questions or require further assistance, do not hesitate to reach out to us.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]