

# Introductory Loan Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to extend to you an offer for a loan through [Your Company Name]. Below, you will find the introductory terms of the loan:

## Loan Details

- **Loan Amount:** \$[Insert Amount]
- **Interest Rate:** [Insert Interest Rate]% (fixed)
- **Loan Term:** [Insert Term] months/years
- **Monthly Payment:** \$[Insert Monthly Payment]

## Additional Information

Please note that these terms are introductory and may be subject to change based on the final assessment of your application. We encourage you to review the attached documents for more detailed information, including fees and conditions associated with this loan.

If you have any questions or require further assistance, feel free to reach out to us at [Your Contact Information].

Thank you for considering [Your Company Name]. We look forward to assisting you with your financial needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]