

# Early Repayment Notification

Dear [Recipient's Name],

We are writing to inform you that we have received your request for early repayment of your loan, account number [Loan Account Number]. We acknowledge your intention to settle the outstanding balance earlier than the scheduled repayment date.

Your remaining balance as of [Date] is [Balance Amount]. This amount can be settled with no prepayment penalties as per our agreement.

Please ensure the payment is made by [Payment Due Date] to avoid any additional charges. For your convenience, here are the payment options available:

- Bank Transfer
- Credit/Debit Card Payment
- Check Payment

If you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We appreciate your timely payments and look forward to serving you again in the future.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]