

# Intercompany Loan Repayment Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Confirmation of Loan Repayment Schedule

Dear [Recipient Name],

We are writing to confirm the repayment schedule for the intercompany loan provided to [Borrowing Company Name]. Below are the details of the agreed-upon repayment schedule:

Installment Number	Due Date	Amount Due	Status
1	[Due Date 1]	[Amount Due 1]	[Status]
2	[Due Date 2]	[Amount Due 2]	[Status]

Please review the repayment schedule and confirm your acceptance. Should you have any questions or require further details, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]