

Overdue Interest Rate Clarification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to you regarding the recent overdue interest rate applied to your business loan with us, account number [Account Number]. We would like to clarify the circumstances surrounding this matter.

According to the terms of your loan agreement dated [Agreement Date], the interest rate for overdue payments is set at [Interest Rate] per annum. As per our records, the payment due on [Due Date] was not received by the stipulated date, leading to the application of the aforementioned rate.

If you have any documentation or evidence to support an alternative view, please provide it by [Response Date]. We value your business and are committed to resolving this issue amicably.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]