

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Loan Confirmation Letter

Dear [Recipient's Name],

I am writing to confirm the details of the loan agreement between [Your Company Name or Your Name] and [Lender's Company Name] as agreed upon on [Date of Agreement].

**\*\*Loan Details:\*\***

- **\*\*Loan Amount:\*\*** \$[Loan Amount]
- **\*\*Loan Term:\*\*** [Term in months/years]
- **\*\*Interest Rate:\*\*** [Interest Rate]
- **\*\*Payment Schedule:\*\*** [Monthly/Quarterly/Annually]
- **\*\*Start Date:\*\*** [Start Date]
- **\*\*Maturity Date:\*\*** [Maturity Date]

Please find enclosed a copy of all relevant documents for your reference. Should you have any questions or require further information, feel free to contact me at your convenience.

Thank you for your support and trust in this transaction.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Company Name]