

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FX Loan Terms and Conditions

We are pleased to present to you the terms and conditions for the FX loan facility offered by [Your Company]. Please review the following details carefully:

1. **\*\*Loan Amount:\*\*** [Specify the amount]
2. **\*\*Currency:\*\*** [Specify the currency]
3. **\*\*Interest Rate:\*\*** [Specify the rate] per annum
4. **\*\*Loan Term:\*\*** [Specify duration, e.g., 12 months]
5. **\*\*Repayment Schedule:\*\*** [Specify repayment terms, e.g., monthly, quarterly]
6. **\*\*Fees:\*\*** [Detail any applicable fees]
7. **\*\*Collateral Requirements:\*\*** [Specify any collateral needed]
8. **\*\*Conditions Precedent:\*\*** [List any conditions that must be met]

Please sign and return the accompanying acceptance letter to confirm your agreement to these terms. Should you have any questions or require further clarification, do not hesitate to contact me directly.

We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]