

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

Dear [Recipient Name],

Subject: Confirmation of GBP Loan Terms

We are writing to confirm the terms of the loan agreement between [Your Company] and [Recipient Company], as discussed and agreed upon.

Loan Amount: PS[Amount]
Interest Rate: [Interest Rate]% per annum
Loan Term: [Number] months/years
Repayment Schedule: [Monthly/Quarterly/Annually]
Start Date: [Start Date]
Maturity Date: [Maturity Date]
Collateral (if any): [Details of collateral]

Please review the above terms and confirm your acceptance by signing and returning a copy of this letter. Should you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

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

Enclosure: Loan Agreement Document