

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Change in Loan Interest Rate

I hope this letter finds you well. I am writing to inform you about a change in the interest rate associated with my loan account [Loan Account Number], which I believe is pertinent to my ongoing financial planning. Effective [Date of Change], the interest rate on my loan will be adjusted from [Current Interest Rate]% to [New Interest Rate]%. I would appreciate it if you could provide any additional details regarding this adjustment, including the reasons for the change and how it might impact my monthly payment and overall repayment schedule.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]