

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

Dear [Recipient Name],

Subject: Clarification Request Regarding Yielding Loan

I hope this message finds you well. I am writing to request clarification regarding the terms and conditions of my yielding loan with account number [Account Number].

Specifically, I would like to understand the following aspects:

1. The interest rate structure and if it is fixed or variable.
2. The repayment schedule and any associated fees.
3. The process for early repayment and any penalties that may apply.

I would greatly appreciate your prompt response to my inquiries, as it will assist me in managing my loan obligations effectively. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]