

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Loan Repayment Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you regarding the repayment of the loan made on [Loan Date] in the amount of [Loan Amount]. As per the agreement, the repayment is due on [Due Date]. According to our agreement, I intend to make the payment as follows:

- Amount Due: [Amount Due]
- Payment Method: [Payment Method, e.g., check, bank transfer]
- Payment Date: [Payment Date]

Should there be any changes or additional terms we need to discuss, please let me know at your earliest convenience. I appreciate your understanding and cooperation in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Title, if applicable]