

[Your Company Letterhead]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]
Subject: Business Loan Agreement
Dear [Loan Officer's Name],
This letter serves as an agreement between [Your Company Name] and
[Bank/Financial Institution Name] for the business loan provided to us on
[Date of Loan Issuance].
Loan Details:
- **Loan Amount:** [Amount]
- **Interest Rate:** [Interest Rate]
- **Loan Term:** [Loan Term]
- **Repayment Schedule:** [Monthly/Quarterly/Yearly]
Terms and Conditions:
1. The loan amount shall be repaid in full by [Final Repayment Date].
2. Interest payments will commence on [Start Date] and are due on
[Payment Due Dates].
3. [Any Specific Conditions or Requirements].
By signing this letter, both parties agree to the terms and conditions
stated above.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]
[Signature]
[Date]
[Bank Representative Name]
[Bank Representative Position]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]
[Signature]
[Date]