

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Bank/Lender's Name]

[Bank/Lender's Address]

Subject: Corporate Loan Agreement Letter

Dear [Recipient's Name],

We are pleased to confirm the agreement for a corporate loan between [Your Company Name] and [Bank/Lender's Name], effective [Loan Start Date]. The details of the loan agreement are as follows:

1. **Loan Amount**: \$[Amount]
2. **Interest Rate**: [Rate]% per annum
3. **Loan Term**: [Term Duration]
4. **Repayment Schedule**: [Monthly/Quarterly] payments starting on [First Payment Date]
5. **Purpose of the Loan**: [Brief description of the intended use of loan funds]

Both parties agree to the terms stated above and to adhere to all contractual obligations throughout the duration of this loan.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]

[Enclosure: Loan Agreement Document]