

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

Subject: Agreement Letter for Small Business Loan

I am writing to formally accept the terms and conditions for the small business loan as discussed on [date of discussion]. Below are the details pertaining to the loan agreement:

****Loan Amount:**** \$[Loan Amount]

****Loan Term:**** [Duration of Loan in months/years]

****Interest Rate:**** [Interest Rate]%

****Monthly Payment:**** \$[Monthly Payment]

****Purpose of Loan:**** [Brief description of how the loan will be used]

By signing below, I confirm my acceptance of the above terms and agree to abide by the conditions outlined in the loan agreement.

Sincerely,

[Your Signature]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

Enclosures: [Any additional documents, if applicable]