

Date: [Insert Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Confirmation of Monthly Loan Payment and Interest Rate Terms

Dear [Borrower Name],

This letter serves as official confirmation regarding the payment terms and interest rate for your loan, account number [Account Number].

Based on our records, the terms of your loan are as follows:

- **Total Loan Amount:** \$[Amount]
- **Annual Interest Rate:** [Percentage]%
- **Interest Type:** [Fixed/Variable]
- **Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Day] of each month
- **Next Payment Due Date:** [Date]
- **Loan Maturity Date:** [Date]

Payments should be made via [Insert Payment Method, e.g., Bank Transfer, Check, or Online Portal]. Please ensure that funds are available by the due date to avoid late fees or penalties as outlined in your original loan agreement.

If you have any questions regarding these terms or if there is a discrepancy in your records, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for your prompt attention to these details.

Sincerely,

[Sender Name]
[Company Name]
[Contact Information]