Loan Or Lending Agreement Letter

Dear [Recipient Name],

I am writing this letter to confirm the terms of our loan/lending agreement. As per our discussion on [date], I have agreed to lend you the sum of [loan amount] for a period of [duration of loan] at an interest rate of [interest rate] per annum. The total amount repayable by you will be [total amount payable].

The loan will be used by you for [purpose of loan], and you have agreed to repay the loan in [number of installments] installments, each of which will be [amount of installment] per month. The first payment is due on [due date of first payment] and subsequent payments will be due on the [due date of subsequent payments] of each month until the loan is repaid in full.

As a security for this loan, you have provided [security details], which I will hold until the loan is fully repaid. If, for any reason, you are unable to make a payment on time, please inform me immediately, so we can discuss possible solutions.

Please confirm your acceptance of these terms by signing the attached copy of this letter and returning it to me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]