

Formal Loan Confirmation Letter to Borrower

Subject: Confirmation of Unsecured Loan

Dear [Borrower's Name],

We are writing to confirm the details of your unsecured loan with [Lender's Institution/Name].

The approved loan amount is [Amount in figures and words], issued on [Date]. The repayment schedule is set at [installment frequency] with each installment amounting to [installment figure]. The loan tenure is [X months/years], with an applicable interest rate of [X%].

As this is an unsecured loan, no collateral has been pledged. You are expected to adhere to the repayment schedule as outlined in the loan agreement provided to you. Kindly keep this letter as your official confirmation of the loan terms.

Please contact our office should you require further clarification.

Sincerely,

[Your Full Name]

[Title]

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