

Loan Offer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Loan Offer Letter

I hope this letter finds you well. I am writing to formally offer you a loan under the terms and conditions outlined below:

Loan Amount: [Enter the loan amount in numbers and words, e.g., \$10,000 (Ten Thousand Dollars)]

Loan Term: [Enter the loan term, e.g., 36 months]

Interest Rate: [Enter the agreed-upon interest rate, e.g., 5.5% per annum]

Repayment Schedule: [Briefly describe the repayment schedule, e.g., monthly installments of \$300 starting from [start date]]

Terms and Conditions:

1. Purpose of Loan: [Specify the purpose of the loan, e.g., for home improvement, education, medical expenses, etc.]
2. Interest: The loan will accrue interest at the specified rate of [interest rate] per annum, calculated on the outstanding principal balance.
3. Repayment: You are required to repay the loan in equal monthly installments as per the agreed-upon repayment schedule. The first installment will be due on [start date].

4. Prepayment: You have the option to prepay the outstanding balance at any time without incurring any penalty.
5. Security/Collateral: [If applicable, mention any security or collateral required for the loan]
6. Late Payment: In the event of any late payment, you may be subject to late fees as outlined in the loan agreement.
7. Default: Failure to adhere to the terms and conditions of the loan may result in default, which may have legal consequences.
8. Governing Law: This loan agreement shall be governed by the laws of [your country/state].

Please review the above terms and conditions carefully. If you accept this loan offer, kindly sign and return a copy of this letter as an acknowledgment of your acceptance.

If you have any questions or concerns, please do not hesitate to contact me at [your phone number] or [your email address]. I am more than happy to clarify any doubts you may have.

We value your trust and look forward to helping you achieve your financial goals through this loan.

Thank you for considering our offer.

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]