

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Reference to Commercial Loan Agreement #[Loan Number]

Dear [Contact Person Name],

I am writing in reference to the Commercial Loan Agreement dated [Date of Agreement], entered into between [Borrower Name] and [Lender Name], regarding the principal amount of \$[Amount].

The purpose of this letter is to [State the purpose: e.g., request a balance statement / notify of a change in contact details / discuss repayment terms].

Please find the following details regarding the account:

- Loan Account Number: [Account Number]
- Borrower Name: [Name]
- Current Property/Collateral: [Address/Description]

I would appreciate your assistance in [Specific Request]. Please confirm receipt of this correspondence at your earliest convenience.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]