

Date: [Insert Date]

To,
[Borrower Name]
[Borrower Address]
[Contact Number]

Subject: Approval of Adjusted Loan Equated Monthly Installment (EMI)

Dear [Borrower Name],

We are writing to formally approve your request for the adjustment of your Equated Monthly Installment (EMI) regarding Loan Account Number: [Insert Loan Number].

Based on the approved terms, your revised repayment schedule is as follows:

- **Previous EMI Amount:** [Insert Old Amount]
- **Revised EMI Amount:** [Insert New Amount]
- **Effective Date:** [Insert Date of First New Payment]
- **Remaining Tenure:** [Insert Number of Months]
- **Applicable Interest Rate:** [Insert Interest Rate]%

Please ensure that your bank account is sufficiently funded to accommodate the revised deduction starting from the effective date mentioned above. All other terms and conditions of the original loan agreement remain unchanged.

If you have any questions regarding this adjustment, please contact our customer service department at [Insert Phone Number] or visit your nearest branch.

Sincerely,

[Authorized Signatory Name]
[Designation]
[Financial Institution Name]