

Date: [Current Date]

To,
[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Confirmation of Revised Equated Monthly Installment (EMI)

Dear [Borrower Name],

This letter is to formally confirm the revision of your Equated Monthly Installment (EMI) regarding your loan account number [Loan Account Number].

Due to [Reason for change, e.g., interest rate revision/loan restructuring/partial prepayment], your monthly repayment schedule has been updated as follows:

- **Previous EMI Amount:** [Old Amount]
- **New Revised EMI Amount:** [New Amount]
- **Effective Date:** [Date of first new EMI payment]
- **Remaining Tenure:** [Number of months remaining]

Please ensure that your bank account is sufficiently funded to accommodate the revised deduction. If you have an automated standing instruction or ECS mandate, the necessary updates will be processed by our system.

All other terms and conditions of your original loan agreement remain unchanged. A revised amortization schedule is attached to this letter for your reference.

If you have any questions regarding this change, please contact our customer service department at [Phone Number] or email us at [Email Address].

Sincerely,

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