

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

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

RE: Confirmation of Repayment Terms for Unsecured Loan

Dear [Borrower's Name],

This letter serves as formal confirmation of the repayment terms for the unsecured loan provided to you on [Date Loan was Issued]. Please review the agreed-upon details below:

- **Principal Amount:** \$[Amount]
- **Interest Rate:** [Percentage]% per annum
- **Total Repayment Amount:** \$[Total Amount]
- **Repayment Start Date:** [Date]
- **Frequency of Payments:** [Monthly/Weekly/Bi-weekly]
- **Installment Amount:** \$[Amount]
- **Final Maturity Date:** [Date]

Payments should be made via [Method of Payment, e.g., Bank Transfer/Check] to the following account/address:

[Payment Details/Account Number]

As this is an unsecured loan, no collateral has been pledged. However, please be advised that late payments may result in [Late Fee Amount/Penalty Interest].

Please acknowledge your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]

Acknowledgment

I, [Borrower's Name], hereby confirm and accept the repayment terms as outlined above.

Signature: _____ Date: _____