

Quotation Letter for Bank Loan

[Your Name]

[Your Address]

[City, Zip Code]

[Phone Number]

[Email Address]

Date: [Month Day, Year]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, Zip Code]

Subject: Request for Quotation on Loan Terms and Conditions

Dear [Bank Manager's Name],

I am writing to request a quotation for a loan from your bank. I am interested in securing a loan for [state purpose, e.g., home purchase, business expansion, etc.]. Kindly provide me with the details of the loan options available, including the terms and conditions.

Loan Details Required:

- Loan Amount Requested: [Enter amount, e.g., \$50,000]
- Loan Tenure: [Enter the desired tenure, e.g., 5 years]
- Interest Rates: [Fixed or variable, if applicable]

- Repayment Schedule: [Monthly/quarterly, etc.]
- Processing Fees and Other Charges: [Request details]

I would appreciate it if you could provide me with the following information:

- Breakdown of monthly payments, including principal and interest.
- Total interest payable over the tenure of the loan.
- Any early repayment options and associated penalties (if applicable).
- Insurance or collateral requirements, if any.

Kindly provide me with this quotation at your earliest convenience. If there are any specific documents or information you need from me to proceed, please let me know.

Thank you for your attention to this request. I look forward to receiving the quotation and further discussing the loan terms.

Sincerely,

[Your Name]

[Your Contact Information]