DATE:

To

[The Recipient Name]  
[Recipient Business Name]  
[Recipient Business Address]  
[Other text]

Dear [Name of 2nd Party],

Please address this letter as a confirmation of the agreements discussed in our last meeting on [Date], regarding the loan. We have read through the contract and are pleased with the details mentioned on behalf of both parties.

Please contact us on our provided contact details to confirm our next meeting appointment. We would like to move forward with the contract signing to verify the deal. Awaiting your reply.

Sincerely,

[Your Name]  
[Your Business Name]  
[Address Line 1]  
[Address Line 2]