

Loan Payment Receipt

Confirms a single loan repayment in writing: who paid, how much, when, and how much of the loan remains.

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1. Received from and by

Names the borrower making the payment and the lender receiving it.

2. Amount and currency

States the exact sum received, written in both numbers and words.

3. Date and method

Records when the payment was made and how, including any transfer reference.

4. Loan reference

Ties the payment to a specific loan or agreement so it cannot be attributed elsewhere.

5. Allocation

Notes how the payment splits between principal, interest, and any fees.

6. Remaining balance

States the balance still outstanding after this payment.

7. Signature

The receiver signs and dates the receipt; the payer keeps the original or a copy.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

PREVIEW