

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Loan Approval Notification

We are pleased to inform you that your loan application with us has been approved. Below are the details of your loan:

- **\*\*Loan Amount:\*\*** [Loan Amount]
- **\*\*Interest Rate:\*\*** [Interest Rate]%
- **\*\*Loan Term:\*\*** [Loan Term] months/years
- **\*\*Monthly Payment:\*\*** [Monthly Payment Amount]

To proceed with the loan disbursement, please review the enclosed documents, sign where indicated, and return them to us by [Return Date].

If you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]