

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Loan Application Approval

We are pleased to inform you that your loan application for the amount of [Loan Amount] has been approved. After careful consideration of your financial history and provided documents, we believe you meet the necessary criteria for this loan.

Details of Your Loan:

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

Please review the attached agreement for further details. To proceed, kindly sign and return the agreement by [Due Date].

If you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]