

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [Loan Amount] has been approved. After careful review of your application and supporting documents, we have determined that you meet all the necessary criteria for loan approval.

The terms of the loan are as follows:

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

Please review the attached documentation for the complete terms and conditions. We kindly ask that you sign and return the enclosed agreement by [Deadline Date] to proceed with the disbursement of funds.

Should you have any questions or require further clarification, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Welcome to [Your Company Name]! We look forward to supporting you in your financial journey.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]