

[Your Company's Letterhead]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

Subject: Loan Approval Notification

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

- Loan Amount: [Amount]
- Interest Rate: [Rate]
- Loan Term: [Term]
- Monthly Payment: [Payment Amount]
- Approval Date: [Date]

Please review the attached loan agreement for more details. To proceed with the disbursement, kindly sign and return the agreement by [Return Date].

Thank you for choosing [Your Company Name]. Should you have any questions, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]