

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

Dear [Borrower's Name],

We are pleased to inform you that your application for a loan with [Credit Union Name] has been approved! We appreciate your choice to work with us and are excited to assist you in fulfilling your financial goals.

Loan Details:

- ****Loan Amount:**** \$[Amount Approved]
- ****Loan Type:**** [e.g., Personal Loan, Auto Loan, Mortgage, etc.]
- ****Interest Rate:**** [Interest Rate]%
- ****Term:**** [Loan Term] months/years
- ****Monthly Payment:**** \$[Monthly Payment Amount]

Please review the enclosed loan agreement and ensure that all details are accurate. To proceed with the disbursement of your loan, kindly sign and return the agreement by [Due Date].

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

Congratulations once again on your loan approval, and thank you for choosing [Credit Union Name].

Sincerely,

[Your Name]
[Your Title]
[Credit Union Name]
[Contact Information]