

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
JK Bank

[Bank Address]
[City, State, Zip Code]

Dear [Recipient 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:**** [Loan Amount]
- ****Interest Rate:**** [Interest Rate]
- ****Loan Tenure:**** [Loan Tenure]
- ****Monthly Installment:**** [Monthly Installment Amount]
- ****Approval Date:**** [Approval Date]

Please review the attached loan agreement and sign it to confirm your acceptance of the loan terms. Once returned, we will proceed with the disbursement process.

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

Thank you for choosing JK Bank.

Sincerely,

[Your Name]
[Your Position]

JK Bank