

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

[Recipient Name]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Loan Approval Clearance

I hope this letter finds you well. I am writing to formally request the clearance of my loan approval with reference number [Loan Reference Number].

I would like to express my gratitude for the approval granted on [Approval Date], and I am eager to proceed with the next steps required for the disbursement of funds.

Please provide me with any necessary documentation or additional information needed to finalize the clearance process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]