

[Your Company Letterhead]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

Subject: Loan Approval Letter

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

\*\*Loan Amount:\*\* \$[Amount]

\*\*Loan Type:\*\* [Type of Loan]

\*\*Interest Rate:\*\* [Rate]%

\*\*Loan Term:\*\* [Term in Months/Years]

\*\*Monthly Payment:\*\* \$[Amount]

Please note that this approval is contingent upon the following conditions:

1. [Condition 1]

2. [Condition 2]

3. [Condition 3]

To proceed with the loan, we kindly request that you provide the required documentation by [Deadline Date]. Once we receive the documents, we will schedule a closing date at your convenience.

Thank you for choosing [Your Company Name]. If you have any questions or need further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]