

Subject: Loan Approval Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Bank/Institution Name]

[Bank/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your loan application for [Loan Amount] has been approved. After careful consideration of your financial information and credit history, we are excited to offer you the following terms:

- ****Loan Amount:**** [Approved Loan Amount]
- ****Interest Rate:**** [Interest Rate]%
- ****Loan Term:**** [Loan Term] months/years
- ****Monthly Payment:**** [Monthly Payment Amount]

Please review the attached loan documents for detailed information regarding your loan. To proceed, kindly sign and return the documents by [Return Date].

If you have any questions or need further assistance, please do not hesitate to contact me directly.

Congratulations on your loan approval! We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Bank/Institution Name]