

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

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

Dear [Applicant's Name],

Subject: Personal Loan Approval

We are pleased to inform you that your application for a personal loan in the amount of [Loan Amount] has been approved.

Loan Details:

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

Please review the enclosed loan agreement for the full terms and conditions of your loan. To proceed, please sign and return the attached documents by [Response Deadline].

Should you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Congratulations on your approval!

Sincerely,

[Your Name]  
[Your Title]  
[Your Bank Name]