

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Loan Approval Notification

We are pleased to inform you that your loan application has been approved.

Loan Details:

- Loan Amount: \$[Amount]
- Loan Type: [Type of Loan]
- Interest Rate: [Interest Rate]%
- Loan Term: [Loan Term] months/years
- Monthly Payment: \$[Monthly Payment]

Next Steps:

Please review the attached documents for the loan agreement and terms. To finalize the loan disbursement, please sign and return the agreement by [Return Date].

If you have any questions or need further assistance, do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Website]