

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[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 for [Loan Amount] has been approved. Your loan details are as follows:

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

Please review the terms and conditions outlined in the enclosed document. To proceed with the disbursement of funds, kindly sign and return the agreement by [Response Due Date].

If you have any questions, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]