

[Your Company Letterhead]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Subject: Loan Closing Letter

Dear [Borrower's Name],

We are pleased to inform you that your loan application has been approved and is ready for closing. Below are the details regarding the closing process:

****Loan Information:****

- Loan Amount: \$[Amount]

- Loan Type: [Type of Loan]

- Interest Rate: [Rate]%

- Term: [Number of Years]

****Closing Details:****

- Closing Date: [Date]

- Closing Location: [Address or Location]

- Time: [Time]

Please bring the following documents to the closing:

1. Valid government-issued photo ID
2. Proof of income (e.g., pay stubs, tax returns)
3. Any additional requested documentation

Please review the enclosed loan agreement and let us know if you have any questions. We look forward to finalizing your loan and assisting you with your financial needs.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Enclosures: Loan Agreement]