

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Loan Eligibility Confirmation

We are pleased to inform you that based on the information provided in your application, you are eligible for a loan from [Your Organization's Name]. Below are the details concerning your eligibility:

****Loan Amount:**** [Specify Amount]

****Interest Rate:**** [Specify Rate]

****Loan Term:**** [Specify Duration]

****Monthly Payment Estimate:**** [Specify Amount]

To proceed with the loan process, please submit the required documents listed below:

- [Document 1]

- [Document 2]

- [Document 3]

Please review the enclosed terms and conditions for additional information regarding your loan. If you have any questions or need further assistance, do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Organization's Name]. We look forward to assisting you with your financial needs.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]