

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to confirm the approval of my loan application [Loan Application Number, if applicable]. I appreciate your assistance throughout the process and look forward to moving forward with the loan agreement.

Please let me know the next steps and any additional information you may need from my side.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]