

[Your Company's Letterhead]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are pleased to inform you that your loan application has been approved. Below are the details of your loan:

**\*\*Loan Amount:\*\*** \$[Loan Amount]

**\*\*Interest Rate:\*\*** [Interest Rate]%

**\*\*Loan Term:\*\*** [Loan Term] months/years

**\*\*Monthly Payment:\*\*** \$[Monthly Payment]

Please review the attached documents for all the terms and conditions associated with your loan. To finalize the process, please sign and return the required documents by [Due Date].

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

Congratulations on your loan approval!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Contact Information]

[Your Company's Website]

[Enclosures: Loan Agreement, Terms and Conditions]