

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Loan Approval Response

I hope this letter finds you well.

We are pleased to inform you that your loan application for [Loan Amount] has been [approved/denied]. After careful consideration and review of your financial documentation, we have determined that [brief explanation of approval/denial reason].

If approved:

You are now set to receive the funds as agreed upon in the loan terms, with an interest rate of [Interest Rate]% and a repayment period of [Repayment Period]. The next steps will involve [brief overview of next steps, e.g., signing agreement, disbursement process].

If denied:

Unfortunately, we are unable to proceed with your loan request at this time due to [specific reasons]. We encourage you to review your financial standing and consider reapplying in the future.

Thank you for considering [Your Company/Organization Name] for your financial needs. Should you have any questions or require further assistance, please do not hesitate to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company/Organization Name]