

[Date]

[Sender's Name] [Sender's Title]

[Sender's Company]

[Sender's Address] [Sender's City, State ZIP Code]

[Sender's Phone Number] [Sender's Email Address]

[Recipient's Name]

[Recipient's Address] [Recipient's City, State ZIP Code]

Dear [Recipient's Name],

I am writing to inform you that your loan application for [amount] has been approved. We are pleased to be able to provide you with the financial assistance you need to [purpose of loan].

The loan will have an interest rate of [interest rate] and will be due on [due date]. Please make sure to make your payments on time to avoid any late fees. Also, kindly ensure that you have read and understood all the terms and conditions of the loan before signing the loan agreement.

Please let us know if you have any further questions or concerns.

Sincerely,

[Sender's Name] [Sender's Title]

[Sender's signature]