Sample Loan Approval Letter

[Your Name]

[Your Title]

[Financial Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Subject: Loan Approval

I am pleased to inform you that your application for a [Loan Type] has been approved by [Financial Institution Name]. We have carefully reviewed your application and are confident in your ability to manage the loan responsibly.

Please review the attached loan agreement, including terms and repayment schedule. Sign and return the agreement by [Date] to initiate the loan disbursement process. Should you have any questions or require assistance, feel free to contact our loan department.

We trust that this loan will help you achieve your financial goals. Congratulations on your approval!

Best regards,

[Your Name]

[Your Title]