

Loan Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Loan Confirmation Letter

Dear [Recipient's Name],

I am writing this letter to confirm the details of the loan application submitted to [Financial Institution/Bank Name] on [Date of Loan Application]. I am pleased to inform you that your loan application has been approved for the amount of [Loan Amount] at an interest rate of [Interest Rate]%. Please find below the key details of the loan:

Loan Details:

Loan Amount: [Loan Amount]

Interest Rate: [Interest Rate]%

Loan Term: [Loan Term] months/years

Monthly Installment: [Monthly Installment Amount]

Loan Purpose: [Brief Description of Loan Purpose]

Loan Account Number: [Loan Account Number]

Repayment Schedule:

The repayment of the loan amount will be done in [Equal/Variable] monthly installments, commencing from [Start Date of Repayment]. The final installment is scheduled for [End Date of

Repayment]. The detailed repayment schedule is attached herewith for your reference.

Loan Agreement:

Kindly review the attached loan agreement for the complete terms and conditions of the loan. It is important to thoroughly read and understand all the clauses outlined in the agreement. Should you have any questions or require clarification on any aspect of the loan agreement, please do not hesitate to contact our Customer Service team at [Customer Service Phone Number] or [Customer Service Email Address].

Disbursement of Funds:

The approved loan amount will be disbursed to your designated bank account [Bank Account Number] held at [Bank Name] within [Disbursement Timeframe], subject to the completion of any necessary documentation and formalities.

We appreciate your choice to bank with [Financial Institution/Bank Name] and look forward to serving your financial needs. If you have any further queries or require assistance, please feel free to reach out to our dedicated Loan Department at [Loan Department Phone Number] or [Loan Department Email Address].

Thank you for choosing [Financial Institution/Bank Name] for your financial requirements. We are committed to providing you with excellent service and assistance throughout the tenure of your loan.

Sincerely,

[Your Name]

[Your Signature (if sending a physical copy)]

Enclosures:

1. Loan Agreement
2. Repayment Schedule