

# **Bank Name**

Bank Address

City, State, Zip Code

Date: [Insert Date]

## **[Borrower's Name]**

[Borrower's Address]

[City, State, Zip Code]

## **Subject: Loan Approval Notification**

Dear [Borrower's Name],

We are pleased to inform you that your application for a personal loan in the amount of \$[Loan Amount] has been approved. After careful consideration of your financial background and creditworthiness, we are confident in your ability to manage this loan.

The terms of your loan are as follows:

- Loan Amount: \$[Loan Amount]
- Interest Rate: [Interest Rate]%
- Loan Term: [Loan Term] months
- Monthly Payment: \$[Monthly Payment]

To proceed, please review and sign the enclosed loan agreement and return it to us by [Insert Due Date]. If you have any questions, feel free to contact your loan officer at [Loan Officer's Phone Number] or [Loan Officer's Email].

Thank you for choosing [Bank Name]. We look forward to serving your financial needs.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Phone Number]

[Bank Email]