

Response to Loan Approval Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your recent inquiry regarding the status of your loan application with [Company Name]. We appreciate your patience as we review your application.

We are pleased to inform you that your loan application has been approved. The approved loan amount is [Insert Amount], and the terms of the loan are as follows:

- Interest Rate: [Insert Rate]
- Loan Term: [Insert Term]
- Monthly Payment: [Insert Payment]

Please review the attached loan documents carefully. To proceed with the disbursement, kindly sign and return the documents by [Insert Deadline]. If you have any questions or need further clarification, feel free to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]