

Vacation Loan Approval Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for a vacation loan has been approved. After reviewing your application, we have determined that you are eligible for a loan amount of [Insert Amount].

The terms of the loan are as follows:

- Interest Rate: [Insert Interest Rate]
- Loan Duration: [Insert Duration]
- Monthly Payments: [Insert Payment Amount]

To proceed, please sign and return the attached agreement by [Insert Return Date]. If you have any questions or need further assistance, feel free to contact our office at [Insert Contact Information].

We wish you a wonderful vacation!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]