

Intercompany Loan Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company's Name]

Subject: Approval of Intercompany Loan Request

Dear [Recipient's Name],

We are pleased to inform you that your request for an intercompany loan in the amount of [Loan Amount] has been approved. The loan will be issued under the following terms and conditions:

- **Loan Amount:** [Amount]
- **Interest Rate:** [Interest Rate]
- **Repayment Period:** [Repayment Period]
- **Payment Schedule:** [Payment Schedule]

Please ensure that all necessary documentation is completed and submitted to our finance team by [Submission Deadline]. If you have any questions regarding this loan or require further assistance, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]