

Loan Utilization Details

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Loan Utilization Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with the details regarding the utilization of the loan awarded to me on [Loan Approval Date]. Below are the specifics:

Loan Details

- Loan Amount: [Insert Amount]
- Loan Purpose: [Insert Purpose]
- Disbursement Date: [Insert Date]

Utilization Summary

1. [Expense Item 1] - [Amount] - [Description]
2. [Expense Item 2] - [Amount] - [Description]
3. [Expense Item 3] - [Amount] - [Description]

In total, the loan amount has been utilized effectively for the purpose it was intended. Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]