

Loan Closing Process Initiation

Date: [Insert Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are pleased to inform you that your personal loan application has been approved. We are now ready to initiate the loan closing process.

Below are the next steps to complete the closing process:

- Please review and sign the enclosed loan documents.
- Provide any additional documentation requested by our team by [insert due date].
- Schedule a closing appointment with your loan officer by contacting us at [insert contact information].

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for choosing [Financial Institution Name]. We look forward to helping you with your loan!

Sincerely,

[Your Name]

[Your Title]

[Financial Institution Name]

[Contact Information]