To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Loan Approval Confirmation Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to confirm that your request for the loan, as submitted by you on [mention date of request], of amount, [mention amount of loan] has been successfully approved. The terms and conditions of this loan will remain unchanged. With this confirmation letter, I have also attached [mention the document or documents that you have attached with the letter] so please make sure to check them.

I hope so that you will be able to repay the loan on or before the given period and it will be a pleasure doing business with you.

For any further inquiries, make sure to contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]