To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Loan Approval Letter**

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

It gives me a great pleasure to inform you that your request for a loan, as received on [mention date], has been approved by the management of [mention Organization Name]. Let me remind you that you requested for a loan of amount [mention the amount of loan], and the organization has carefully reviewed and approved your request for the same.

As we have informed you earlier that the interest rate on the said loan will be 10% and you will be required to repay the loan in the next [mention number of years] years. For further discussions and agreements, please make sure to pay a visit to the bank and carry all the necessary documents with you at the time of your visit.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]