[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]  
**[**Website]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

We are delighted to inform you that your loan application has been approved by our bank. In accordance with your application, the bank will grant you a sum of $500,000/- as a loan at an annual interest rate of X%.

According to our terms and conditions, it is mandatory for you to pay the first installment of your loan amounting to $15,000/- within 30 days after the bank releases the principal amount to your account. Thereafter, you are supposed to make your monthly payment by the 25th of every month. Kindly go through the enclosed literature discussing the details of our terms and conditions and amortization rules. In case you fail to abide by these rules, the bank will be authorized to take legal action.

Kindly fill out and sign the attached forms if you agree to our terms and conditions. Submit the forms to the bank at your earliest possible so that we can proceed with your loan without any further delay.

Our customer care service is available between 8 am and 6 pm to help you with your queries and issues. Do let us know in case you require assistance.

Warm regards,  
  
Name Here  
Your Title