[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date]

[Recipient’s Name]  
[Recipient’s Address]  
[City, State, ZIP Code]

**Re. Acknowledgment for Lending Money and to the Credited Loan Dated [DATE]**

Dear Mr. [NAME],

I am writing this letter to acknowledge the lending of $[X] as a loan. The mentioned loan was agreed between me [NAME] and [MENTION THE BORROWER]. I applied for a loan under the Loan Scheme of the State Law Enforcement and Self-Employment Program. This program enables lending money from the state office of accounts and financial management. I am entitled to the loan and qualified for the loan after meeting with the Investigation officer and the Controller for the Loan Scheme.

I am very thankful to you for making the process smooth and easy. Lending money from government offices and schemes is never an easy task. It is considered overtly arduous to wait for hours for a single piece of information and the implications of the loan. However, it was different this time as it was much easier and more accessible than private organizations that provide loans. So, I thank you, particularly, for answering all my queries and making the money lending possible.

I have received the loan amount, i.e., $[X], that was credited to my account on [DATE] and [TIME]. I have attached the printout of the email from the bank about the credited amount. I shall repay the amount according to the plan I checked in. I assure you of my commitment to my sheer responsibility and competence in repaying the amount monthly (according to the installment plan).

Please don't hesitate to contact me for anything related to the loan. You can write to me at [EMAIL] or SMS at [PHONE].

Thank you once again.

Sincerely,  
[Your Signature]  
[Your Full Name]