Home Loan Pre Approval Letter

Sample Template

                                                                                                                                                                                                                                        Date:\_\_\_\_\_\_\_\_

Name of the Person
Address
City & State
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

We are informing you that our bank has received your application for Home Loan amounting to INR Rs.2000000.00 (Rupees Twenty Lac Only). We are happy to inform you that your Home Loan request has been approved and is currently being processed.

Further, we inform you that we have sent an email containing attached documents. Also we have sent you the terms and conditions of the loans sanctioned.

We would like to schedule your meeting with the finance officer of the company for any further information and clarifications that you might wish to know.

We are happy to be doing business with you.

Thanking you.

Sincerely yours,

Bank Authorized Person’s Name
& Designation