Loan approval sample letter

**[Senders Name]**
[Address line]
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**
[Address line]
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

We have received your loan application and are happy to let you know that it has been granted. The annual interest rate of 8% applies to the ten-year payment period you have specified. Disbursement will take place 24 hours after you sign the necessary documents, and the initial payment is expected on August 10, 2011. Please review the attached forms for more details. If you have other inquiries or clarifications, feel free to call or drop by my office.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -