# **Example letter of loan proposal approval**

**[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],

I am writing on behalf of Unicorn Financial Corporation to update you on the status of your loan request. We have approved your proposal for $20,000.00. The interest rate for this arrangement has been pegged at 6.8% and is payable in 36 months. Kindly refer to the attached document for further information on the amortization breakdown. If you agree with these conditions, please contact us within the week for us to finalize the agreement before the month ends.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

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