# **Letter of approval for a loan. 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],

I am pleased to inform you that your request for a loan has been approved. Please see below the various details of the loan which you have applied for.  
  
(put in the details of the loan which are agreed upon. this must be clear and concise, without any room for error since this could be considered as a legal and binding document.)  
  
(put in the signatures of the parties that are involved)

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

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