Sample approval letter to approve a loan

Date

Dear,

We, the team from XYZ bank are in scripting this epistle in reference to your solicitation for a loan amount of Rs.10,00,000. Your solicitation has gone through the guaranteeing efficaciously and we are exultant to approve your application along with an annual interest of 9% per annum. The loan would be pertinent for 25 years.

Request you to read the enclosed terms and conditions prudently and subsequently accepting the terms and conditions, please sign the attached forms and return them to the bank as soon as possible so that we can quickly start to process your loan and release the amount for you. The amortization terms are also enclosed within the mail. We request you to abide by the amortization rules in order to save yourself from any late payment charges.

You will be required to make the first payment in the next 15 days of an amount of Rs. 25,000 after we have released the principal amount. The succeeding payments would be due to be paid on the second day of every month thereafter.

In case of any queries, please feel free to contact us anytime or you could visit our branch between 9.00 a.m. to 4.00 p.m. or you could write to us at loans@xyzbanking.com

Sincerely