**Loan Approval Letter**

[Name]

[Company Name]

[Street Address]

[City, State, Zip Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street name]

[City, State, Zip Code]

Subject: Approval of Loan

Dear [Recipient Name]

Our organisation is pleased to inform you that we approve your request for a loan to meet your financial problems. You have requested a short term loan of $35,000 to meet your expenses. Hence, the organisation has decided to approve your application for a loan for the same.

We have read and analysed your business proposal. The organisation has concluded that you will run the business successfully and it is a profitable business.

The interest rate you will have to pay on a loan is 8%. The interest rate will change according to the amount that you want as a loan.

As we have discussed earlier, you will have to repay the loan in the next ten years. Please come to the bank to review and discuss all other details. You will have to carry all the necessary documents that we informed you about when you come to the bank.

Sincerely,

[Your Name]

[Title]