

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Loan Application Status - [Application Number]

Dear [Applicant Name],

Thank you for choosing [Company Name] for your financial needs. We have completed the review of your loan application submitted on [Date].

We are pleased to inform you that your loan application has been **APPROVED** for the following terms:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Percentage]%
- **Loan Term:** [Months/Years]
- **Monthly Payment:** \$[Amount]

This approval is subject to the following conditions:

- [Condition 1, e.g., Verification of employment]
- [Condition 2, e.g., Signing of final loan agreement]

To proceed with the disbursement of funds, please log in to your account portal or visit our branch to sign the closing documents by [Deadline Date].

If you have any questions regarding these terms, please contact your loan officer at [Phone Number] or [Email Address].

Sincerely,

[Officer Name]
[Title]
[Company Name]