

[Date]

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

Subject: Notice of Approval for Secured Personal Loan

Dear [Borrower Name],

We are pleased to inform you that your application for a secured personal loan has been approved. Below are the terms and conditions of your loan approval:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Percentage]% per annum
- **Loan Term:** [Number] months
- **Collateral Description:** [Description of Asset]
- **Monthly Payment:** \$[Amount]
- **First Payment Due Date:** [Date]

This approval is subject to the final verification of the collateral and the signing of the formal loan agreement. To proceed, please provide the following documents by [Deadline Date]:

- [Required Document 1]
- [Required Document 2]

Once we receive the signed documents, the funds will be deposited into your designated account within [Number] business days.

If you have any questions regarding your loan, please contact our lending department at [Phone Number] or [Email Address].

Congratulations on your loan approval. We look forward to serving your financial needs.

Sincerely,

[Officer Name]
[Title]
[Financial Institution Name]