

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Approval of Short-Term Payday Alternative Loan

Dear [Borrower Name],

We are pleased to inform you that your application for a Short-Term Payday Alternative Loan has been approved. This installment plan is designed to provide you with a manageable repayment schedule.

Loan Details:

- **Approved Loan Amount:** \$[Amount]
- **Annual Percentage Rate (APR):** [Percentage]%
- **Total Number of Installments:** [Number]
- **Payment Frequency:** [Weekly/Bi-Weekly/Monthly]

Installment Schedule:

- **Payment Amount:** \$[Amount]
- **First Payment Due Date:** [Date]
- **Final Payment Due Date:** [Date]

Please review the enclosed Loan Agreement for the full terms and conditions. To finalize the loan and receive your funds, you must sign the agreement and return it to our office by [Deadline Date].

If you have any questions regarding your repayment schedule or the terms of this loan, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Signature]
[Title]
[Company Name]