

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Bank confirmation letter.

Dear, [mention the name of the recipient]

With great pleasure, I [Mention the name of the person] in the post of [mention the post] at our esteemed bank that is [mention the name of the bank] want to state your account number that is [mention the account number] is eligible for borrowing the loan of [mention the amount] from our esteemed bank that is [mention the name of the bank]. We have different types of exciting schemes for this loan. As you have been a great customer to this bank that is why you are eligible for this loan.

This personal loan will give you a lot of benefits which include quick approval, no need of collateral, versatility, building a credit score, minimum documentation is required for this loan, and many such things which you will get to know after applying for this loan. You have been given this loan by seeing many factors like your good civil score, no overdue, good transactions, and many more.

If you are willing to take this loan then kindly come to the bank on [mention the date] at [mention the time] with the following document which includes [mention all kinds of documents which are required for borrowing this loan]. Another important thing is if you fail to repay this loan then a fine will be charged.

If you have any queries regarding the same then kindly contact us through our contact details mentioned below or visit us. We would be really grateful if we get a chance to help you. Thank you so much for your support and cooperation.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the name of the bank]

[Mention the address of the bank]

[Mention the contact details of the bank]