

[Your Name/Authorized Officer Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Loan Officer Name]  
[Lending Institution/Bank Name]  
[Bank Address]  
[City, State, Zip Code]

RE: Acceptance of Commitment Letter for SBA Loan #[Loan Application Number]

Dear [Loan Officer Name],

I am writing on behalf of [Business Name] to formally accept the loan commitment offer dated [Date of Commitment Letter] regarding our application for an SBA [7(a) or 504] loan in the amount of \$[Loan Amount].

We have reviewed the terms and conditions outlined in the commitment letter, including the interest rate, repayment schedule, collateral requirements, and closing costs. We find these terms acceptable and are prepared to proceed toward the final closing of the loan.

Enclosed with this letter, please find the following documents as requested:

- Signed copy of the Commitment Letter
- [List any additional requested documents, e.g., updated financial statements]
- [List any required fees, e.g., commitment fee check]

We look forward to working with you to complete the remaining requirements. Please let us know the next steps and the projected timeline for the loan closing.

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]  
[Business Name]