

**[Bank Name]**  
[Bank Address]  
[City, State, Zip Code]

**[Date]**

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

## **RE: SBA Loan Commitment Letter**

Dear [Borrower Name],

[Bank Name] (the "Lender") is pleased to inform you that your request for a small business loan has been approved, subject to the terms and conditions outlined below and the requirements of the U.S. Small Business Administration (SBA).

### **1. LOAN TERMS**

- **Loan Amount:** \$[Amount]
- **Loan Program:** [e.g., SBA 7(a) or SBA 504]
- **Interest Rate:** [Rate]% (Fixed/Variable)
- **Repayment Term:** [Number] months
- **Collateral:** [Description of Assets]
- **Guarantors:** [Names of Personal/Corporate Guarantors]

### **2. FEES AND COSTS**

The Borrower is responsible for all costs associated with the closing of this loan, including but not limited to SBA guaranty fees, appraisal fees, environmental reports, and legal fees.

### **3. CONDITIONS PRIOR TO CLOSING**

This commitment is contingent upon the following:

- Final approval and issuance of an SBA Authorization.
- Verification of updated financial statements and tax returns.
- Satisfactory title insurance and property appraisal.
- Evidence of required insurance coverage naming the Lender as loss payee.
- Compliance with all SBA eligibility requirements.

### **4. EXPIRATION**

This commitment letter is valid until [Expiration Date]. If the loan is not closed by this date, the Lender reserves the right to renegotiate or terminate this commitment.

Please acknowledge your acceptance of these terms by signing below and returning this letter by [Return Date].

Sincerely,

[Signature]

[Name of Loan Officer]

[Title]

[Bank Name]

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**ACCEPTANCE:**

The undersigned hereby accepts the terms and conditions of this Commitment Letter.

\_\_\_\_\_  
[Borrower Name], Authorized Signatory

Date: \_\_\_\_\_