

Date: [Insert Date]

To: [Borrower Name/Business Name]

Address: [Borrower Address]

Contact Number: [Borrower Phone Number]

Subject: Conditional Commitment Letter for Microfinance Loan

Dear [Borrower Name],

We are pleased to inform you that [Lending Institution Name] has pre-approved your application for a microfinance loan. This letter serves as a formal commitment to provide financing under the following preliminary terms and conditions:

1. Loan Details:

- **Loan Amount:** [Insert Amount and Currency]
- **Loan Purpose:** [Insert Purpose, e.g., Working Capital]
- **Interest Rate:** [Insert Rate]% per [Period]
- **Repayment Tenure:** [Insert Number] months/weeks
- **Repayment Schedule:** [Insert Frequency, e.g., Monthly/Weekly]

2. Conditions Precedent to Disbursement:

Final approval and disbursement of funds are subject to the satisfactory completion of the following requirements:

- Submission of valid government-issued identification.
- Verification of business premises or place of residence.
- Provision of [Number] personal guarantors with signed agreements.
- Proof of [Insert specific requirement, e.g., Business Registration/Licenses].
- Execution of the formal Loan Agreement and Promissory Note.
- [Insert any other specific condition].

3. Expiration:

This commitment is valid until [Insert Expiration Date]. If the conditions listed above are not met by this date, this offer shall expire unless extended in writing by the lender.

4. Disclaimer:

This letter is a commitment based on the information provided in your application. The lender reserves the right to withdraw this commitment should any material change occur in your financial position or business operations prior to disbursement.

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Officer Name]
[Title]
[Lending Institution Name]

Acknowledgment and Acceptance:

I, [Borrower Name], accept the terms and conditions outlined in this Conditional Commitment Letter.

Signature: _____ Date: _____