

[Date]

[Applicant Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Re: Loan Application Number: [Application Number]

Dear [Applicant Name],

Thank you for choosing [Bank/Lending Institution Name] for your commercial financing needs. We have completed the initial review of your application for a [Loan Amount] [Loan Type].

We are pleased to inform you that your application status is: **[Approved / Provisionally Approved / Under Further Review / Declined]**.

Next Steps:

- [Step 1: e.g., Submit outstanding financial statements]
- [Step 2: e.g., Schedule a site visit or appraisal]
- [Step 3: e.g., Sign and return the attached term sheet]

If your application has been provisionally approved, please note that this is subject to the verification of all information provided and the satisfaction of the conditions listed above.

If you have any questions regarding this status or the required documentation, please contact your Loan Officer, [Officer Name], at [Phone Number] or [Email Address].

We appreciate your business and look forward to working with you.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Bank/Lending Institution Name]