

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Bank or Institution Name]
[Address]
[City, State, Zip Code]

RE: Presentation of Loan Documents - [Borrower Name] - Loan Account #[Number]

Dear [Recipient Name],

Please find enclosed the executed loan documents regarding the commercial financing for [Company Name/Project Name].

The following documents are included in this package:

- Signed Commercial Loan Agreement
- Executed Promissory Note
- Security Agreement and UCC Financing Statements
- Personal/Corporate Guarantees
- Certified Copies of Corporate Resolutions
- Proof of Insurance (Naming Lender as Loss Payee)
- [List any additional documents here]

These documents have been reviewed and signed by all authorized parties as per the requirements outlined in the commitment letter dated [Date].

We look forward to the final processing and the subsequent funding of this loan. Please confirm receipt of this package and let us know if any further information is required to complete the closing process.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]