

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Action Taken - Commercial Mortgage Loan Approval

Dear [Borrower Name],

We are pleased to inform you that [Lender Name] has approved your application for a commercial mortgage loan for the property located at [Property Address].

The terms and conditions of this approval are as follows:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]% (Fixed/Variable)
- **Loan Term:** [Number] Years
- **Amortization Period:** [Number] Years
- **Loan-to-Value (LTV):** [Percentage]%
- **Origination Fee:** \$[Amount]
- **Monthly Payment:** \$[Amount] (Principal and Interest)

This approval is subject to the following conditions being met prior to closing:

- Satisfactory final appraisal report.
- Clean environmental report (Phase I/II).
- Proof of valid hazard and liability insurance.
- Verification of clear title and property survey.
- [Additional Condition 1]
- [Additional Condition 2]

This commitment will expire on [Expiration Date] if the loan has not been closed by that time. Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of these terms.

We look forward to working with you to finalize this transaction. If you have any questions, please contact your loan officer at [Phone Number].

Sincerely,

[Signature]
[Name of Loan Officer]
[Title]

Acceptance:

I/We hereby accept the terms and conditions outlined in this approval letter.

Signature: _____ Date: _____