

[Date]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Approval of Corporate Fleet Auto Loan - [Loan Reference Number]

Dear [Recipient Name],

We are pleased to inform you that [Lending Institution Name] has officially approved the application for a corporate fleet auto loan submitted by [Company Name].

The terms of the approved loan are outlined below:

- **Approved Loan Amount:** \$[Amount]
- **Interest Rate:** [Percentage]% (Fixed/Variable)
- **Loan Term:** [Number] Months
- **Number of Vehicles:** [Number of Units]
- **Down Payment Required:** \$[Amount]
- **Monthly Repayment Amount:** \$[Amount]
- **Collateral:** Fleet vehicles as specified in the loan agreement

This approval is subject to the following conditions:

1. Submission of final purchase invoices for all fleet units.
2. Proof of comprehensive commercial auto insurance naming [Lending Institution Name] as the loss payee.
3. Execution of the formal Loan Agreement and Promissory Note by an authorized corporate officer.

This offer remains valid until [Expiry Date]. Please contact your account manager, [Manager Name], at [Phone Number] or [Email] to schedule the signing of the final documents and to arrange the disbursement of funds.

Congratulations on the expansion of your corporate fleet. We look forward to our continued partnership.

Sincerely,

[Signature]

[Name of Loan Officer]

[Title]

[Lending Institution Name]