

[Date]

[Borrower Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notice of Auto Loan Approval

Dear [Borrower Name],

We are pleased to inform you that your application for an auto loan has been approved. Below are the details of your approved loan package:

- **Loan Reference Number:** [Loan Number]
- **Approved Loan Amount:** \$[Amount]
- **Interest Rate (APR):** [Percentage]%
- **Loan Term:** [Number of Months] months
- **Estimated Monthly Payment:** \$[Amount]
- **Required Down Payment:** \$[Amount]

This approval is valid until [Expiration Date]. To finalize the loan and receive funding, please provide the following documents to your loan officer:

- Signed Loan Agreement
- Proof of Full Coverage Auto Insurance
- Vehicle Purchase Order or Bill of Sale
- Verification of Income (recent pay stubs)

If you have any questions regarding these terms or the next steps in the process, please contact our lending department at [Phone Number] or via email at [Email Address].

Congratulations on your new vehicle purchase.

Sincerely,

[Officer Name]

[Title]

[Financial Institution Name]