

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Congratulations! We are pleased to inform you that your application for used vehicle financing has been approved.

Below are the details of your financing package:

- **Vehicle:** [Year] [Make] [Model]
- **Vehicle Identification Number (VIN):** [VIN 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 your purchase, please bring the following documents to the dealership:

- Valid Driver's License
- Current Proof of Insurance
- Most recent Proof of Income (Pay stubs)
- Proof of Residence (Utility bill)

If you have any questions regarding these terms, please contact our Finance Department at [Phone Number] or [Email Address].

We look forward to helping you get on the road in your new vehicle.

Sincerely,

[Name of Finance Manager]  
[Dealership Name]  
[Dealership Phone Number]