

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF EXPIRATION - Auto Loan Pre-Approval

Dear [Customer Name],

This letter is to inform you that your auto loan pre-approval for the amount of \$[Amount] is set to expire on **[Expiration Date]**.

To take advantage of your current pre-approved rate and terms, you must finalize your vehicle purchase and submit the required dealership documentation before the close of business on the date mentioned above.

Loan Details:

- Pre-Approval Reference Number: [Reference Number]
- Pre-Approved Amount: \$[Amount]
- Interest Rate: [Interest Rate]%
- Expiration Date: [Date]

If your pre-approval expires, you will need to submit a new application, which may be subject to updated interest rates and credit review.

If you have already purchased a vehicle or have questions regarding your application, please contact our loan department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Financial Institution Name].

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]