

Date: [Date]

Borrower Name: [Borrower Full Name]

Address: [Borrower Street Address], [City, State, Zip Code]

Subject: Auto Loan Pre-Approval and Interest Rate Lock Confirmation

Dear [Borrower Last Name],

Congratulations. Based on your application and credit review, [Financial Institution Name] has pre-approved you for an auto loan under the following terms:

- **Pre-Approval Amount:** Up to \$[Amount]
- **Locked Interest Rate:** [Rate]% APR
- **Loan Term:** [Number of Months] months
- **Rate Lock Expiration Date:** [Date]

Vehicle Requirements:

This pre-approval is valid for vehicles that meet the following criteria: [e.g., Year 2018 or newer, under 100,000 miles, personal use only].

Next Steps:

Once you have selected your vehicle, please provide us with the following documents to finalize your funding:

- Bill of Sale or Purchase Agreement from the dealer.
- Proof of valid auto insurance.
- [Additional Document, e.g., Most recent pay stub].

Please note that this rate lock is valid until the expiration date listed above. If the loan is not closed by this date, the interest rate may be subject to change based on current market conditions.

Thank you for choosing [Financial Institution Name]. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]

[Title]

[Financial Institution Name]