

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Update on Your Auto Loan Pre-Approval Application

Dear [Applicant Name],

Thank you for choosing [Financial Institution Name] for your vehicle financing needs. We have reviewed your application, and we are writing to provide an update on your pre-approval status.

Status: [Approved / Conditionally Approved / Pending / Declined]

Loan Details:

- Maximum Loan Amount: \$[Amount]
- Interest Rate (APR): [Percentage]%
- Loan Term: [Number of Months] months
- Expiration Date: [Date]

Next Steps:

[Insert specific instructions, such as: "Please visit a dealership to select your vehicle" or "Submit the following documents: [List Documents]"]

If you have any questions regarding this status update or your loan terms, please contact our lending department at [Phone Number] or [Email Address].

Sincerely,

[Name of Loan Officer]

[Title]

[Financial Institution Name]