

[Financial Institution Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notification of New Auto Loan Pre-Approval

Dear [Applicant Name],

Congratulations! We are pleased to inform you that you have been pre-approved for a new auto loan based on your recent application and credit evaluation.

Your pre-approval details are as follows:

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

This pre-approval is subject to the following conditions:

- Verification of current income and employment.
- The vehicle must meet our age and mileage requirements.
- A signed sales contract from a licensed dealership.
- Valid proof of comprehensive and collision insurance.

To finalize your loan, please present this letter to your chosen dealership or contact your loan officer at [Phone Number] once you have selected a vehicle.

Thank you for choosing [Financial Institution Name] for your automotive financing needs. We look forward to helping you get on the road.

Sincerely,

[Loan Officer Name]
[Title]
[Financial Institution Name]