

**Date:** [Insert Date]

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

**Subject: Approval of Promotional Rate Motorcycle Loan**

Dear [Customer Name],

Congratulations! We are pleased to inform you that your application for a motorcycle loan has been approved at our special promotional interest rate.

Below are the details of your approved loan:

- **Loan Amount:** \$[Amount]
- **Promotional Interest Rate:** [Percentage]% APR
- **Loan Term:** [Number] Months
- **Monthly Payment:** \$[Amount]
- **Vehicle:** [Year/Make/Model]

This promotional rate is valid until [Expiration Date]. To finalize your loan and collect your funds, please provide the following documents:

- Valid Government-Issued ID
- Proof of Income (Recent pay stubs)
- Proof of Motorcycle Insurance
- Signed Loan Agreement

If you have any questions or are ready to sign your documents, please contact our finance department at [Phone Number] or visit us at [Office Address].

We look forward to helping you get on the road.

Sincerely,

[Name of Loan Officer]  
[Title]  
[Financial Institution/Dealership Name]