

U.S. Small Business Administration  
Office of Disaster Assistance

Date: [Date]

[Borrower Name]  
[Business Name]  
[Street Address]  
[City, State, Zip Code]

Re: SBA Disaster Loan Approval  
Application Number: [Application Number]  
Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your application for a Small Business Administration (SBA) Disaster Assistance Loan has been approved. This loan is intended to assist with recovery efforts following [Disaster Declaration Name/Number].

**Loan Terms:**

- **Approved Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]% per annum
- **Term:** [Number of Months] months
- **Monthly Payment:** \$[Amount]
- **First Payment Due:** [Date]

**Next Steps:**

To finalize this loan, you must complete the following actions:

1. Review and sign the enclosed Loan Authorization and Agreement.
2. Provide proof of active hazard insurance for the collateral property.
3. Return all signed documents via the SBA portal or the address provided in your closing instructions.

Please note that the disbursement of funds is subject to the verification of all final documentation and compliance with all terms and conditions set forth in the Loan Agreement.

If you have any questions regarding this approval or the closing process, please contact your Case Manager, [Manager Name], at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Approving Officer]  
SBA Disaster Assistance Loan Officer