

**[Lending Institution Name]**

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

**Date:** [Date]

**Borrower Name:** [Business Name]

**Owner(s):** [Owner Name(s)]

**Address:** [Business Address]

**RE: SBA Express Loan Approval - Loan Number: [SBA Loan Number]**

Dear [Borrower Name],

We are pleased to inform you that your application for a Small Business Administration (SBA) Express Loan has been approved. Below are the specific terms and conditions associated with your approval:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]% (Variable/Fixed)
- **Repayment Term:** [Number of Months/Years]
- **Collateral:** [Description of Collateral or N/A]
- **Monthly Payment:** \$[Amount] (Estimated)

**Conditions of Approval:**

This approval is subject to the following requirements being met prior to funding:

1. Execution of the SBA Form 147 (Promissory Note).
2. Proof of active business insurance and/or key man life insurance.
3. Payment of applicable SBA Guaranty Fees.
4. Verification of current tax filings.
5. [Additional Condition, if applicable]

Please review these terms carefully. To proceed with the closing process, please sign and return this letter by [Expiration Date]. Once received, our closing department will contact you to schedule the final document signing and fund disbursement.

Congratulations on the growth of your business. We look forward to working with you.

Sincerely,

[Officer Signature]

[Loan Officer Name]  
[Title]  
[Lending Institution Name]

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**Acknowledgment and Acceptance:**

I/We accept the terms and conditions stated above:

\_\_\_\_\_  
[Borrower Name/Authorized Signatory]

Date: \_\_\_\_\_