

Date: [Insert Date]

[Borrower Name]
[Business Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Notification of SBA Microloan Approval

Dear [Borrower Name],

We are pleased to inform you that your application for a Small Business Administration (SBA) Microloan has been approved. This loan is provided through [Name of Intermediary Lender] in participation with the U.S. Small Business Administration.

Loan Details:

- **Loan Amount:** \$[Insert Amount]
- **Interest Rate:** [Insert Percentage]%
- **Term:** [Insert Number] months
- **Monthly Payment:** \$[Insert Amount]
- **Collateral Required:** [Insert Description]

Conditions of Approval:

This approval is subject to the following conditions:

1. Completion of required technical assistance or business training.
2. Execution of the Promissory Note and Security Agreement.
3. [Insert Additional Condition if applicable]

Next Steps:

Please contact your loan officer, [Loan Officer Name], at [Phone Number] or [Email] to schedule a meeting to sign the final closing documents. You will need to provide [Insert Required Documents, e.g., voided check, updated insurance] at the time of closing.

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

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title]
[Name of Intermediary Lending Organization]