

**[Lending Institution Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Date]

**RE: SBA Loan Approval Notification**

[Borrower Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Dear [Borrower Name],

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

- **SBA Loan Program:** [e.g., 7(a) or 504]
- **Loan Amount:** \$[Amount]
- **SBA Loan Number:** [Number]
- **Interest Rate:** [Rate]%
- **Term:** [Number] months/years
- **Collateral:** [Description of Collateral]

**Next Steps:**

To proceed with the closing of this loan, please provide the following outstanding items by [Deadline Date]:

1. [Required Document 1]
2. [Required Document 2]
3. [Required Document 3]

This approval is subject to the final review of all documents and the satisfaction of all SBA requirements. Once all conditions are met, we will coordinate a closing date to execute the final loan agreements and disburse the funds.

If you have any questions regarding this approval or the closing process, please contact your loan officer, [Loan Officer Name], at [Phone Number] or [Email Address].

Congratulations on the growth of your business.

Sincerely,

[Signature]

[Typed Name]

[Title]

[Lending Institution Name]