

Date: [Date]

[Borrower Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Subject: Conditional Approval of Business Line of Credit

Dear [Borrower Name],

We are pleased to inform you that [Lender Name] has conditionally approved your application for a Business Line of Credit. Below are the preliminary terms of your approval:

- **Credit Limit:** \$[Amount]
- **Interest Rate:** [Rate]% (Variable/Fixed)
- **Repayment Term:** [Term Length]
- **Collateral:** [Description of Collateral, if applicable]

Please be advised that this is a **conditional approval** and not a final commitment to lend. Final approval is subject to the satisfactory receipt and review of the following outstanding items:

- [Condition 1: e.g., Updated Year-to-Date Financial Statements]
- [Condition 2: e.g., Proof of Business Insurance]
- [Condition 3: e.g., Executed Personal Guarantee]
- [Condition 4: e.g., Verification of Business Tax Filings]

Please submit the requested documentation by [Deadline Date] to ensure the timely processing of your file. Once all conditions are met and verified, we will issue the final loan agreement for your signature.

This conditional approval is valid until [Expiration Date]. If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Loan Officer]

[Title]

[Lender Name]