

[Date]

[Borrower Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Subject: Approval of Short-Term Business Line of Credit

Dear [Borrower Name],

We are pleased to inform you that [Lending Institution Name] has approved your application for a short-term business line of credit. Based on our review of your financial profile and business requirements, the following terms have been established:

- **Credit Limit:** \$[Amount]
- **Interest Rate:** [Percentage]% (Variable/Fixed)
- **Repayment Term:** [Number of Months/Years]
- **Draw Period:** [Length of Time]
- **Origination Fee:** \$[Amount]
- **Collateral Requirements:** [Specific Collateral or Unsecured]

This line of credit is intended to provide your business with working capital to manage seasonal fluctuations, inventory purchases, or other short-term operational needs. Funds can be accessed via [Method of Access, e.g., online transfer/check] as needed, up to your approved limit.

To finalize this facility, please sign and return the enclosed Loan Agreement and Disclosure Statement by [Expiry Date]. Once the documents are processed, your funds will be available for draw within [Number] business days.

Congratulations on the continued growth of [Business Name]. We look forward to supporting your business success.

Sincerely,

[Signature]

[Name of Loan Officer]

[Title]

[Lending Institution Name]