

[Date]

[Recipient Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Subject: Approval of Business Line of Credit

Dear [Recipient Name],

We are pleased to inform you that your application for a Business Line of Credit has been approved for [Business Name]. Below are the terms and details of your credit facility:

- **Credit Limit:** \$[Amount]
- **Interest Rate:** [Percentage]% (Variable/Fixed)
- **Repayment Term:** [Term Length]
- **Collateral Requirements:** [Details of Collateral or "Unsecured"]
- **Annual Fee:** \$[Amount]

To activate your line of credit, please review the attached Loan Agreement, sign the document, and return it to our office by [Expiration Date]. Once received, funds will be available for draw-down within [Number] business days.

If you have any questions regarding your account or the terms of this approval, please contact your Relationship Manager at [Phone Number] or [Email Address].

Congratulations on the growth of your business. We look forward to a successful partnership.

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]