

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Date]

[Borrower Name]
[Company Name]
[Borrower Address]
[City, State, Zip Code]

RE: Conditional Approval of Working Capital Loan

Dear [Borrower Name],

We are pleased to inform you that [Lender Name] has conditionally approved your application for a Working Capital Loan. This approval is based on the information provided in your application dated [Application Date].

Loan Summary:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]% per annum
- **Loan Term:** [Number] months/years
- **Repayment Schedule:** [Monthly/Quarterly]

Conditions for Final Approval:

This commitment is subject to the satisfaction of the following conditions prior to closing:

1. Verification of final year-end financial statements for [Year].
2. Proof of current business insurance coverage.
3. Submission of updated tax clearance certificates.
4. Satisfactory review of [Specific Document, e.g., Accounts Receivable Aging Report].
5. Execution of all standard loan and security agreements.

Please note that this letter is not a final contract or a guarantee of funding. The terms outlined above are valid until [Expiration Date]. If the conditions are not met by this date, this conditional approval may be withdrawn.

To proceed, please sign and return a copy of this letter to signify your acceptance of these terms.

Sincerely,

[Name of Loan Officer]
[Title]
[Lender Name]

Acknowledgment and Acceptance:

I/We accept the terms and conditions set forth in this letter.

Signature: _____ Date: _____