

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

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

Subject: Approval of Secured Working Capital Loan

Dear [Borrower Contact Name],

We are pleased to inform you that [Lender Name] has approved your application for a Secured Working Capital Loan. This funding is intended to support the operational needs and growth of [Business Name].

The terms and conditions of the approval are outlined below:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Percentage]% per annum
- **Repayment Term:** [Number] months/years
- **Collateral Required:** [Description of Assets, e.g., Inventory, Accounts Receivable, Equipment]
- **Monthly Payment:** \$[Amount]
- **Origination Fee:** \$[Amount]
- **Closing Date:** [Date]

This approval is subject to the following conditions:

1. Verification of collateral value through a professional appraisal.
2. Execution of a formal Security Agreement and Promissory Note.
3. Proof of valid business insurance naming [Lender Name] as loss payee.
4. No material adverse change in the financial condition of the business prior to funding.

Please review these terms carefully. To proceed, kindly sign the attached acceptance form and return it to our office by [Expiry Date]. Once received, our closing department will contact you to finalize the documentation.

We look forward to supporting your business success.

Sincerely,

[Signature]
[Name of Loan Officer]

[Title]

[Lender Name]