

[Company Header/Logo]

[Date]

[Borrower Name]

[Business Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Approval of Short-Term Working Capital Loan

Dear [Borrower Name],

We are pleased to inform you that [Lender Name] has officially approved your application for a short-term working capital loan. This facility is intended to support your business's day-to-day operational requirements.

The terms of the approval are as follows:

- **Loan Amount:** \$[Amount]
- **Loan Term:** [Number of Months/Days]
- **Interest Rate:** [Percentage]% per annum
- **Repayment Schedule:** [Monthly/Weekly] installments of \$[Amount]
- **Origination Fee:** \$[Amount]
- **Collateral (if applicable):** [Description of Collateral]

This approval is subject to the execution of the final Loan Agreement and the satisfaction of the following conditions:

- Verification of updated financial statements.
- Confirmation of [Specific Condition].
- Signing of all legal documentation by [Expiry Date].

Please review these terms. If you accept this offer, kindly sign the attached copy of this letter and return it to our office. Once received, our team will coordinate the final documentation and disbursement of funds.

Congratulations on this milestone. We look forward to supporting your business growth.

Sincerely,

[Signature]

[Name of Loan Officer]

[Title]

[Lender Name]

Acceptance:

I/We accept the terms and conditions as outlined in this approval letter.

Signature: _____ Date: _____