

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

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

Subject: Approval of Small Business Working Capital Loan

Dear [Borrower Contact Name],

We are pleased to inform you that your application for a Small Business Working Capital Loan has been approved for [Business Name].

The terms of your approved loan are as follows:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]% per annum
- **Loan Term:** [Number] months/years
- **Repayment Frequency:** [Monthly/Weekly]
- **Origination Fee:** \$[Amount]
- **Collateral Required:** [Type of Collateral or "None"]

This approval is subject to the following conditions:

1. Verification of final business financial statements.
2. Execution of the enclosed Loan Agreement and Promissory Note.
3. [Additional Condition, if applicable].

To proceed with the funding process, please sign the attached documents and return them to our office by [Expiration Date]. Once the documents are processed, the funds will be disbursed to your designated business bank account within [Number] business days.

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

Sincerely,

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