

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

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

**RE: Approval of Working Capital Loan Application**

Dear [Borrower Name],

We are pleased to inform you that your application for a Working Capital Loan has been approved. Below are the finalized terms and conditions of your financing:

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

This approval is subject to the following conditions being met prior to funding:

1. Execution of the formal Loan Agreement and Promissory Note.
2. Verification of updated financial statements.
3. [Additional Condition]

Please review the attached documents. To proceed, sign and return the enclosed paperwork by [Deadline Date]. Once received, funds will be disbursed to your designated business account within [Number] business days.

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

Sincerely,

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