

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

[Guarantor Name]
[Guarantor Address]
[City, State, Zip Code]

Subject: Approval of Commercial Guarantee - Loan Account #[Loan Number]

Dear [Guarantor Name],

We are pleased to inform you that [Lender Name] has approved the commercial loan application for [Borrower/Company Name] in the amount of \$[Loan Amount].

This approval is granted based on your agreement to act as the Personal/Corporate Guarantor for this credit facility. As a guarantor, you will be legally responsible for the repayment of the debt should the borrower default on their obligations.

Summary of Terms:

- **Borrower:** [Borrower Name]
- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]%
- **Guarantee Type:** [Unconditional/Limited]
- **Term:** [Number of Months/Years]

This approval is subject to the execution of the formal Guarantee Agreement and the satisfaction of the following conditions:

- Verification of updated financial statements.
- Signed Corporate Resolution (if applicable).
- [Additional Condition]

Please review the attached Guarantee Agreement. To proceed, sign and return the documents by [Expiration Date].

If you have any questions regarding your responsibilities as a guarantor, please contact your loan officer at [Phone Number] or [Email].

Sincerely,

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