

Date: [Date]

To: [Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

Subject: Notice of Loan Approval and Guarantor Confirmation

Dear [Guarantor Name],

We are pleased to inform you that the small business loan application for [**Borrower/Business Name**] has been formally approved in the amount of **[\$[Loan Amount]**.

As part of the loan agreement, you have been approved to act as the Personal Guarantor for this credit facility. Your commitment ensures the security of the loan and reflects your support for the business entity mentioned above.

Loan Details:

- **Borrower:** [Business Name]
- **Loan Amount:** **[\$[Amount]**
- **Interest Rate:** [Percentage]%
- **Term:** [Number of Months/Years]

Next Steps:

To finalize the funding process, please review the attached Guarantee Agreement. You will need to sign and return the documents by [Deadline Date]. Please note that as a guarantor, you will be legally responsible for the repayment of the debt should the primary borrower default on their obligations.

If you have any questions regarding your responsibilities or the terms of the guarantee, please contact your loan officer at [Phone Number] or [Email Address].

Congratulations on the approval of this financing.

Sincerely,

[Sender Name]

[Title]

[Lending Institution Name]