

[Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

**Subject: Notification of Loan Approval and Guarantee Confirmation**

Dear [Guarantor Name],

We are pleased to inform you that the loan application for [Borrower Name] has been approved. This approval is based on your commitment to act as the Guarantor for this facility.

The details of the loan are as follows:

- **Borrower Name:** [Borrower Name]
- **Loan Account Number:** [Account Number]
- **Approved Loan Amount:** [Amount]
- **Interest Rate:** [Rate]%
- **Loan Term:** [Number of Months/Years]

As the Guarantor, you are legally responsible for the repayment of this loan should the Borrower fail to meet their obligations. By signing the attached Guarantee Agreement, you confirm that you understand your liabilities and have received a copy of the loan terms.

Please visit our office at [Address] by [Deadline Date] to sign the final legal documentation. Please bring a valid form of government-issued identification.

If you have any questions regarding your responsibilities, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Organization Name]