

[Date]

[Recipient Name]

[Business Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Pre-Approval for Equipment Financing

Dear [Recipient Name],

We are pleased to inform you that [Business Name] has been pre-approved for equipment financing through [Lender Name]. Based on your business profile, you have been qualified for the following preliminary terms:

- **Maximum Financing Amount:** up to \$[Amount]
- **Estimated Interest Rate:** [Rate]%
- **Repayment Terms:** [Number] months
- **Expiration Date:** [Date]

This pre-approval allows you to acquire the machinery, vehicles, or technology your business needs to grow without depleting your current cash reserves.

To finalize your application and receive a formal commitment letter, please provide the following:

- Specific description or invoice of the equipment to be purchased.
- Most recent [Number] months of business bank statements.
- Signed credit application.

Please note that this is a conditional pre-approval and not a final contract. Final approval is subject to a full credit review and verification of all information provided.

To move forward, please contact your dedicated account manager, [Name], at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Title]

[Lender Name]