

# Small Business Loan Pre-Approval

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are pleased to inform you that you have been pre-approved for a small business loan with [Your Company Name]. Based on the information provided during your application process, you qualify for a loan amount of [Insert Amount].

This pre-approval is based on the preliminary review of your financials and business plan. The next steps will include a detailed review and verification of your documents, which may include financial statements, tax returns, and other relevant information.

If you wish to proceed, please contact us at your earliest convenience to finalize the application process. The terms and conditions of the loan, including the interest rate and repayment schedule, will be provided upon verification of your documents.

Thank you for considering [Your Company Name] for your business financing needs. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]