

Equipment Loan Approval

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for equipment loan to support your community program, **[Program Name]**, has been approved.

The following equipment will be loaned to you:

- [Equipment Item 1]
- [Equipment Item 2]
- [Equipment Item 3]

Please note the following terms and conditions:

1. The loan period is from [Start Date] to [End Date].
2. All equipment must be returned in good condition.
3. Any damages must be reported immediately.

We appreciate your commitment to enhancing community services and look forward to your program's success.

If you have any questions, please do not hesitate to contact us at [Agency Phone Number] or [Agency Email].

Thank you for your dedication to our community.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]