

Equipment Loan Approval

Date: [Insert Date]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for the loan of equipment from our agency has been approved. This loan is intended to support your educational initiatives at [Institution Name].

Details of the approved equipment loan are as follows:

- Equipment Type: [Insert Equipment Type]
- Quantity: [Insert Quantity]
- Loan Period: [Insert Loan Period]

Please ensure that all equipment is used solely for educational purposes and returned in good condition at the end of the loan period. A representative from our agency will contact you to arrange the pickup of the equipment and discuss any additional details.

Thank you for your commitment to enhancing educational opportunities. If you have any questions, please feel free to contact us at [Agency Phone Number] or [Agency Email Address].

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]