

Equipment Loan Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for equipment loan has been approved. This loan is intended to assist you during your time of need.

The following equipment has been approved for loan:

- [Equipment Type 1]
- [Equipment Type 2]
- [Equipment Type 3]

Please note the terms of the loan:

- Loan Start Date: [Insert Date]
- Loan End Date: [Insert Date]
- Return Location: [Insert Location]
- Contact Information: [Insert Phone Number/Email]

We encourage you to take care of the equipment during this period and return it promptly to ensure that other individuals in need can receive assistance as well.

If you have any questions regarding this loan, please do not hesitate to contact us.

Thank you for utilizing our services.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]