

Social Service Agency

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that your application for equipment loan has been approved. After reviewing your request, we have determined that you are eligible to receive the following equipment:

- [Equipment Name 1]
- [Equipment Name 2]
- [Equipment Name 3]

The equipment will be available for pickup from [Pickup Location] starting on [Pickup Date]. Please bring a valid form of identification and any required documentation for the loan process.

We hope this equipment will assist you in meeting your needs. Should you have any questions or require further assistance, please feel free to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Title]

Social Service Agency