

# Social Service Agency

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

City, State, ZIP: [Insert City, State, ZIP]

## Subject: Equipment Loan Approval

Dear [Recipient Name],

We are pleased to inform you that your application for equipment loan has been approved. This loan is being provided to assist low-income families in improving their quality of life and supporting their daily needs.

Details of the Loan:

- **Equipment Type:** [Insert Equipment Type]
- **Loan Amount:** [Insert Loan Amount]
- **Loan Duration:** [Insert Duration]

Please review the attached agreement for terms and conditions. To finalize the loan process, sign and return the agreement by [Insert Return Date]. If you have any questions or need assistance, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your commitment to improving your circumstances, and we wish you all the best with the equipment you will receive.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]