

Equipment Loan Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for equipment loan has been approved. We appreciate the valuable work that [Nonprofit Organization's Name] is doing in our community, and we are excited to support your efforts.

You have been approved for the following equipment:

- [Equipment Description 1]
- [Equipment Description 2]
- [Equipment Description 3]

Loan Details:

- Loan Start Date: [Insert Date]
- Loan End Date: [Insert Date]
- Condition of Equipment: [New/Used]

Please confirm your acceptance of the loan by signing and returning the attached agreement by [Insert Deadline]. If you have any questions, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your dedication to serving our community.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]