

Social Service Agency

Address: 123 Main Street, City, State, Zip

Phone: (123) 456-7890

Email: info@socialserviceagency.org

Date: [Insert Date]

Recipient Name
Recipient Address
City, State, Zip

Subject: Approval of Equipment Loan for Senior Support Services

Dear [Recipient Name],

We are pleased to inform you that your application for the loan of equipment to support senior services has been approved. After reviewing your request, we recognize the importance of this equipment in enhancing the quality of life for seniors in our community.

Details of the approved loan are as follows:

- **Equipment Type:** [Type of Equipment]
- **Loan Duration:** [Duration]
- **Pickup Date:** [Date]

Please come to our office on the specified pickup date to complete the necessary paperwork and collect the equipment. We recommend that you review the terms and conditions of the loan agreement attached with this letter.

If you have any questions or need further assistance, feel free to contact us at the number provided above.

Thank you for your commitment to supporting our senior community.

Sincerely,

[Your Name]
[Your Title]
Social Service Agency