

Equipment Loan Approval

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to inform you that your application for the loan of specialized equipment for your needs has been approved. The following equipment will be available for your use:

- [Equipment Item 1]
- [Equipment Item 2]
- [Equipment Item 3]

The loan period will begin on [Start Date] and end on [End Date]. Please take note of the following responsibilities while using the equipment:

1. Ensure the equipment is used safely and appropriately.
2. Report any issues or damages immediately.
3. Return the equipment by the due date specified.

If you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for utilizing our services.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]