

# Small Business Expansion Loan Offer

Date: [Insert Date]

[Business Owner's Name]

[Business Name]

[Business Address]

[City, State, ZIP Code]

Dear [Business Owner's Name],

We are pleased to inform you that your application for a small business expansion loan has been approved. We believe that your business has great potential, and we are excited to support your growth.

Loan Amount: \$[Insert Amount]

Interest Rate: [Insert Rate]% per annum

Term: [Insert Term in years/months]

Monthly Payment: \$[Insert Payment Amount]

This loan can be used for various expansion-related expenses, including but not limited to:

- Purchasing new equipment
- Hiring additional staff
- Expanding your facilities

Please review the terms and conditions carefully. If you agree to the offer, please sign and return the enclosed acceptance letter by [Insert Deadline]. If you have any questions, do not hesitate to contact us at [Insert Contact Information].

We look forward to partnering with you in your business journey.

Sincerely,

[Your Name]

[Your Title]

[Lending Institution Name]

[Lending Institution Address]

[City, State, ZIP Code]