

Technology Asset Loan Approval Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your request for a technology asset loan has been approved. Below are the details of the approved loan:

Loan Details:

- **Asset Type:** [Asset Type]
- **Asset Model:** [Asset Model]
- **Loan Duration:** [Loan Duration]
- **Approval Date:** [Approval Date]

Please take note of the following terms and conditions:

1. The asset must be returned in good condition by the end of the loan duration.
2. Any damage to the asset must be reported immediately.
3. You are responsible for the asset during the loan period.

If you have any questions or need further assistance, please feel free to contact the IT department.

Thank you,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]