

Loan Closing Process Initiation

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Borrower's Name],

We are pleased to inform you that your auto loan application for the vehicle described below has been approved. We are now initiating the loan closing process.

Vehicle Information:

Make: [Insert Make]

Model: [Insert Model]

Year: [Insert Year]

VIN: [Insert VIN]

Please review the following important steps to complete the loan closing:

1. Review and sign the loan agreement attached to this letter.
2. Provide any additional documentation required, such as proof of insurance.
3. Schedule a time to finalize the loan documents at our office or via e-signature.

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

Thank you for choosing [Lender's Name] for your auto financing needs.

Sincerely,

[Lender's Representative Name]

[Lender's Title]