Sample Equipment Lease Approval Letter

[Your Name]

[Your Title]

[Leasing Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Lessee's Name]

[Lessee's Address]

[City, State, ZIP Code]

Dear [Lessee's Name],

Subject: Equipment Lease Approval

I am pleased to inform you that your application for the lease of [Equipment Name] has been approved. Your need for the equipment and responsible usage align well with our leasing policies. Please review the attached equipment lease approval details, including lease terms, rental rates, and any necessary documentation. If you have any questions or need further information, please contact our leasing department.

We value your business and look forward to a successful equipment lease arrangement.

Sincerely,

[Your Name]

[Your Title]