

Auto Loan Pre-approval Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Auto Loan Pre-approval Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that you have been pre-approved for an auto loan through [Lending Institution Name]. Congratulations! We are excited to be able to assist you in securing financing for your upcoming vehicle purchase.

Loan Details:

- Loan Amount: \$[Loan Amount]
- Interest Rate: [Interest Rate]%
- Loan Term: [Loan Term] months
- Monthly Payment: \$[Monthly Payment]

Please note that these details are based on the information provided in your application. To proceed with the auto loan, we kindly ask you to review and accept the terms and conditions outlined in the loan agreement, which will be provided to you separately.

Additionally, we may require some additional documentation to finalize the loan process. This could include proof of income, employment verification, and any other documents that may be necessary to ensure a smooth transaction. Our dedicated loan specialists will be in touch with you shortly to

guide you through this process.

If you have any questions or need further assistance, please don't hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

We are here to help make your auto financing experience as seamless as possible.

Thank you for choosing [Lending Institution Name] for your auto financing needs. We look forward to working with you and helping you drive away in the vehicle of your choice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

[Lending Institution Name]

[Contact Information: Phone Number and Email Address]