

June 12, 2014

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: APPROBATION OF FINANCING APPLICATION

Dear [CONTACT NAME],

Your application for financing on the acquisition of your new [DESCRIBE] has been approved. Your order for [NUMBER] [PRODUCT] will be shipped within [NUMBER] days.

As the enclosed lease documents indicate, your monthly lease payment is [AMOUNT]. Since your lease covers the entire purchase, including "soft" costs, installation and training are completely covered, with no additional fee or payment required.

We look forward to serving you and hope you will call upon us for service, support, and supplies. Please keep in touch and let us know how the [PRODUCT] is working to improve sales and customer service in your shop.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com