[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Approval of Financing Application**

Dear [CONTACT],

Your application to finance the acquisition of [DESCRIBE] has been approved. Your order for [NUMBER] [PRODUCT] will be shipped within [NUMBER] days.

The enclosed lease documents dictate that your monthly lease payment is [AMOUNT]. Since your lease covers the entire purchase, including “soft” costs, installation and training are included, with no additional fee or payment necessary.

We look forward to supplying you and hope you will call upon us for service, support and supplies. Do not hesitate to keep in touch with us and let us know how the [PRODUCT] is working. Your feedback is essential to us and we would love to hear how our product is able to improve sales and customer service in your shop.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]