# **Auto loan pre approval letter. Sample letter**

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I am writing to finalize the auto loan pre-approval details which we have agreed. Here they are.  
  
(insert here all of the details of the pre-approval. Keep in mind that this is not yet final, but make sure to write down the points very clearly and concisely to avoid any misunderstandings and problems later on. It would be a good idea to use bullet points of numbered lists for this)  
  
(put down the signatures of the parties involved)

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -