

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Equity Release Decision

I hope this letter finds you well.

I am writing to formally notify you of our decision regarding the equity release application submitted on [application date]. After careful consideration of the provided information and relevant assessments, we have made the following decision:

[Briefly state the decision, e.g., "We have approved your application for equity release" or "We regret to inform you that your application for equity release has been declined."]

[If approved, you may include details such as the amount approved, terms, and next steps. If declined, provide any reasons or further actions that can be taken.]

We appreciate your patience during this process and encourage you to contact us if you have any questions or require further clarification regarding your equity release decision.

Thank you for choosing [Company Name]. We look forward to assisting you further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]