

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Loan Forgiveness

We are pleased to inform you that, as per the decision made during the [Date of Meeting] board meeting, the board has approved the forgiveness of the loan extended to [Borrower's Organization Name].

Details of the loan are as follows:

- Loan Amount: \$[Amount]

- Loan Date: [Date]

- Purpose of the Loan: [Brief Description]

After careful consideration of [Borrower's Organization Name]'s financial standing and the positive impact of their contributions to [mention relevant community/sector], the board unanimously decided to proceed with loan forgiveness.

This decision reflects our commitment to supporting organizations that align with our mission and values. Please acknowledge the receipt of this letter and feel free to reach out if you have any questions or require additional documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Board Chair Signature]

[Board Chair Name]

[Board Chair Title]