

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PPP Loan Verification for [Borrower's Business Name]

I am writing to confirm the details of the Paycheck Protection Program (PPP) loan for [Borrower's Business Name], which was issued on [Loan Issuance Date]. Below are the relevant details regarding the loan:

- **\*\*Borrower Name:\*\*** [Borrower's Business Name]
- **\*\*Loan Amount:\*\*** [\$Amount]
- **\*\*Loan Number:\*\*** [Loan Number]
- **\*\*Date of Disbursement:\*\*** [Disbursement Date]
- **\*\*Lender Name:\*\*** [Lender Institution]

Please let me know if further information is required to support this verification.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]

Enclosure: [List any enclosed documents, if applicable]