

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Manager's Name]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Business Loan Approval

I hope this letter finds you well. I am writing to formally request approval for a business loan to help support and expand my business, [Your Business Name], which operates in [brief description of your business and industry].

We are seeking a loan amount of [specific amount] to be utilized for [briefly outline the purpose of the loan, such as purchasing equipment, expanding operations, hiring staff, etc.]. With this funding, we anticipate achieving significant growth and increasing our revenue by [projected percentage/amount] within the next [time frame].

Attached to this letter, you will find all necessary documentation, including our business plan, financial statements, and personal credit information, which detail our vision and financial position.

I appreciate your consideration of our loan application and believe that with your support, [Your Business Name] will not only thrive but also contribute positively to our community.

Thank you for your time, and I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]