

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

[Loan Officer's Name]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
I am writing to formally apply for a business loan to support [briefly describe the purpose: e.g., the expansion of my current business, starting a new venture, etc.]. My business, [Your Business Name], has been operational since [Year] and has shown steady growth in [briefly describe industry/sector].

The amount I am requesting is [specify the amount] to be used for [specific purposes, such as purchasing equipment, expanding facilities, etc.]. I believe that with this loan, I can [explain how the loan will benefit your business and help in generating revenue or improving cash flow].

I have included the necessary documents for your review, including my business plan, financial statements, and any other required materials. I am confident that with your support, my business will continue to thrive. Thank you for considering my application. I look forward to discussing this opportunity with you.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Business Name]