

[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 introduce myself and my application for a business loan through [Bank Name]. As the owner of [Your Business Name], I am seeking financial support to help [briefly explain the purpose of the loan, e.g., expand operations, purchase new equipment, etc.].

With [number of years] years of experience in [your industry or sector], I have established a strong customer base and a solid business model.

[Include a sentence or two about your business's success, growth, or unique value proposition].

I believe that with the support of [Bank Name], I will be able to achieve my objectives and contribute positively to the local economy. Enclosed with this letter, please find my loan application and the necessary documentation for your review.

Thank you for considering my application. I look forward to discussing this opportunity further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]