

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]
Subject: Loan Application

Dear [Bank Manager's Name],

I am writing to formally apply for a business loan of [amount] from [Bank's Name] to support my business, [Your Business Name], which is located at [Business Address].

The purpose of the loan is to [briefly describe the purpose of the loan, e.g., expand operations, purchase inventory, etc.].

As collateral for this loan, I am offering [describe collateral, e.g., real estate, vehicles, equipment, etc.], which is valued at approximately [value of the collateral]. Attached to this letter are documents that detail the collateral's valuation and ownership.

I have attached my business plan, financial statements, and any other relevant documents that outline my business's performance and repayment capability.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]