

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

Dear [Loan Officer's Name or "Loan Management Team"],

Subject: Application for Business Loan

I hope this letter finds you well. I am writing to formally request a business loan of [amount] to support [briefly explain the purpose, e.g., expanding my business, purchasing equipment, etc.]. My business, [Your Business Name], has been operational since [year], and I believe that this funding will enable us to [specific goals].

To provide a clearer picture of our financial status, I am attaching the necessary documentation, including:

1. Business plan
2. Financial statements for the past [number] years
3. Tax returns
4. Personal and business credit reports

I am confident that with this loan, we will be able to [describe expected outcomes, e.g., increase revenue, create jobs, etc.].

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]