

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

Dear [Loan Officer's Name],

Subject: Loan Application for Business Purposes

I am writing to formally apply for a business loan with [Bank Name] in the amount of [Loan Amount]. This funding is essential for [briefly explain the purpose, e.g., expanding my business, purchasing new equipment, etc.].

Attached to this letter, you will find my financial statement, which includes:

- Balance Sheet
- Income Statement
- Cash Flow Statement

These documents provide an overview of my business's current financial status and demonstrate our ability to repay the loan.

I am confident that with the support of [Bank Name], my business can achieve its goals and contribute positively to the community. I look forward to the opportunity to discuss this application further.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]
[Attachments: Financial Statement]