

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Loan Officer's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Loan Application for Small Business

I am writing to formally apply for a loan for my small business, [Your Business Name], which I have established in [Location]. We specialize in [Brief Description of Business], and we have been operational since [Year of Establishment].

I am seeking a loan amount of [Loan Amount] to [Purpose of the Loan: e.g., expand operations, purchase inventory, etc.]. This funding will significantly contribute to our growth and ability to serve our customers better.

Enclosed with this letter are the necessary documentation, including my business plan, financial statements, and any other required forms. I am confident that my business will not only sustain the loan but will thrive with the support.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]
[Business Address]
[City, State, Zip Code]