

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

[Recipient's Name]
[Bank/Financial Institution Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Loan Application

I am writing to formally request a business loan of [specify amount] for [purpose of the loan] to support [brief description of your business].

[Provide a brief overview of your business, including its history, structure, and recent activities.]

The funds will be used to [detail specific uses for the loan, such as purchasing equipment, expanding operations, etc.]. I have attached a business plan that outlines our goals and financial projections for the next [timeframe].

I believe our business will benefit greatly from this financial support, and I am committed to repaying the loan on time.

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

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]