

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],
Subject: Business Loan Application

I hope this letter finds you well. I am writing to formally request a business loan of [amount] to support [briefly describe the purpose, e.g., expanding my business, purchasing new equipment, etc.] for my company, [Your Business Name], located at [Business Address].
[Provide a brief description of your business, its history, and its current operations.]

We have been in operation since [start date] and have experienced [mention any growth or successes]. Our current financial status indicates that [provide a brief summary of financial health - revenue, profits, etc.].

The requested loan will be utilized for [specify how the loan will be used in detail]. We believe that this investment will help us achieve [mention expected outcomes or benefits].

Attached to this letter are the necessary documents, including our business plan, financial statements, and any other relevant information that supports our application.

I appreciate your consideration of my request and look forward to discussing this opportunity with you further. Please feel free to contact me at [phone number] or [email address] to schedule a meeting.

Thank you for your time and consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Business Name]