

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank or Lending Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Loan Application

I am writing to formally request a business loan of [amount] for [purpose of the loan, e.g., purchasing equipment, expanding operations, etc.]. Our company, [Your Business Name], has been operating since [year established] and has experienced steady growth in [describe your business sector or industry].

To provide you with a detailed understanding of our business and loan needs, I have included the following information:

1. ****Business Overview:****

- Description of products/services
- Market position and competitive advantage
- Recent financial performance (include revenue, profit, etc.)

2. ****Loan Purpose:****

- Specifics on how the funds will be used
- Expected outcomes and benefits of the loan

3. ****Financial Projections:****

- Revenue forecasts for the next [time period]
- Profitability analysis

4. ****Repayment Plan:****

- Proposed loan term
- Monthly repayment plan
- Sources of cash flow for repayment

I believe that this loan will significantly contribute to our growth and sustainability in the market. Attached are our financial statements, tax returns, and any additional documentation that may assist with your consideration of our application.

Thank you for considering our request. I am looking forward to discussing this opportunity with you. Please feel free to contact me directly at [your phone number] or [your email address] should you have any questions or require further information.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]