

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

[Loan Officer's Name]
[Bank or Lender's Name]
[Bank or Lender's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to inquire about the possibility of obtaining a business loan for [Your Business Name], which is located in [City/State]. We are seeking funding to [briefly describe the purpose of the loan, e.g., expand our operations, purchase inventory, etc.].

Our company has been operational since [Year] and has shown consistent growth, with revenues of [Your Revenue] for the past year. We believe that with the right financial support, we can [explain how the loan will benefit your business and contribute to growth or stability].

I would appreciate it if you could provide me with information regarding the different loan products available, including interest rates, repayment terms, and any documentation required. Additionally, I would be interested in understanding the application process and any initial criteria we need to meet.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]