

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

Dear [Loan Officer's Name],

Subject: Request for Approval of Business Loan Application

I hope this message finds you well. I am writing to formally follow up on our recent discussions regarding our application for a business loan of [Loan Amount] to support [briefly explain the purpose, e.g., expansion, inventory purchase, etc.].

We believe that this funding will be instrumental in helping [Your Business Name] achieve its growth objectives, and we have taken the necessary steps to ensure our application reflects our financial stability and repayment capability.

Attached, please find the required documents for your review, including:

- Business Plan
- Financial Statements
- Cash Flow Projections
- Tax Returns

We are keen to discuss this further and address any questions or additional requirements you might have. Thank you for considering our application, and we look forward to your favorable response.

Sincerely,

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