

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

Dear [Loan Officer's Name],

Subject: Letter of Intent for Business Loan Application

I am writing to express my intent to apply for a business loan through [Bank/Financial Institution Name]. As the [Your Position] of [Your Business Name], I am seeking funding to [briefly state the purpose of the loan, e.g., expand operations, purchase equipment, etc.].

[Your Business Name] is a [brief description of your business, including its industry and unique offerings]. Since our inception in [Year], we have achieved [highlight notable achievements or milestones].

To facilitate our growth and meet increasing demand, we are requesting a loan of [specific amount]. The funds will be utilized for [details on how the funds will be spent, e.g., inventory, marketing, hiring staff, etc.]. We believe that with the necessary resources, we can [explain expected outcomes, e.g., increase revenue, hire more employees, enhance customer service]. Our financial projections indicate that this investment will result in [brief overview of expected financial benefits].

We are committed to providing [Bank/Financial Institution Name] with all required documentation and information to facilitate the loan process. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for considering our application. We look forward to the opportunity to work together and discuss our business growth potential.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Website] (if applicable)