

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

Dear [Loan Officer's Name],

Subject: Application for Business Loan

I am writing to formally apply for a business loan in the amount of [Loan Amount] for my company, [Your Business Name]. We have been in operation since [Year Established] and are located in [Location].

The purpose of this loan is to [briefly explain the purpose - e.g., expand operations, purchase equipment, increase working capital]. Our business has shown steady growth over the past [number] years, with an annual revenue of [Revenue Amount].

Enclosed with this letter are the required documents, including our business plan, financial statements, and any additional information you may need.

I appreciate your consideration of my application and look forward to discussing this opportunity further.

Thank you for your time.

Sincerely,

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