

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

Subject: CBP Loan Documentation Letter

Dear [Recipient Name],

I hope this letter finds you well. This correspondence serves as an official documentation letter regarding the CBP (Customs and Border Protection) loan application for [Applicant/Company Name].

Details of the loan request are as follows:

- Loan Amount Requested: \$[Amount]
- Purpose of the Loan: [Brief Description]
- Loan Term: [Term Duration]

Attached to this letter, you will find the necessary documentation required for processing this loan application, including:

1. Completed loan application form
2. Financial statements (balance sheet and income statement)
3. Tax returns for the past [number] years
4. Personal financial information from the applicant
5. Additional supporting documents as requested

Please feel free to reach out to me if you need any more information or further clarification regarding this application. We look forward to your prompt response and are eager to proceed with this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]