

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about my eligibility for the Community Benefit Program (CBP) loan. I am interested in understanding the requirements and conditions necessary to qualify for this financial assistance.

Please provide information regarding the following:

1. Eligibility criteria for the CBP loan
2. Required documentation for application
3. Application process and timeline
4. Loan amounts and repayment terms

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]