

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

[Recipient Name]
[Recipient Title]
[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a loan under the Community Business Partnership (CBP) program for my business, [Your Business Name], located at [Business Address].

[Briefly introduce your business and its history, including any relevant achievements or milestones. Explain why you're seeking the loan and how it will benefit your business. Include any specific projects or initiatives you plan to undertake with the funds.]

The total amount I am requesting is [Loan Amount]. This funding will be utilized for [briefly outline the purpose of the loan, such as purchasing equipment, expanding operations, or covering operational costs].

I have attached all necessary documentation, including [list any documents such as business plans, financial statements, tax returns, etc.]. I am confident that the requested funding will greatly enhance our ability to [mention anticipated outcomes, like increasing revenue or creating jobs].

Thank you for considering my application. I look forward to the opportunity to discuss this further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]