

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

Dear [Loan Officer's Name],

I am writing to formally apply for a business loan of [amount] to support [brief description of the purpose, e.g., expansion, purchasing equipment, etc.] for my business, [Your Business Name].

[Paragraph explaining your business: its history, structure, and mission. Include any relevant financials or successes that highlight your business's stability and growth potential.]

The funds will be utilized for [specific purposes for the loan]. I believe this investment will [explain how the loan will positively impact your business and lead to growth or increased profitability].

I have attached my business plan, financial statements, and any other relevant documents that provide additional details about my business and its operations.

Thank you for considering my application. I look forward to the opportunity to discuss this further.

Sincerely,

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