

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

[Date]  
[Bank/Financial Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name/To Whom It May Concern],

Subject: Application for Business Loan

I am writing to formally apply for a business loan of [amount] to [state the purpose of the loan, e.g., expand my business, purchase equipment, etc.].

[Provide details about your business: business name, type of business, how long it has been in operation, and any relevant achievements or milestones. Include any financial information that supports your case, such as revenue, expenses, and profit projections.]

The loan will specifically be used for [detail the specific use of funds]. We project that this funding will allow us to [explain the expected impact on the business, e.g., increase sales, create jobs, etc.].

I have attached the necessary documentation, including [list documents, such as tax returns, financial statements, business plan, etc.].

I appreciate your time and consideration of my application. I am looking forward to discussing this opportunity further.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title] (if applicable)

[Your Business Name] (if applicable)