

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

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

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

Subject: Application for Business Loan

I am writing to formally request a business loan of [amount] to support my company, [Your Business Name], which specializes in [brief description of your business]. We have been operating since [year], and our mission is to [describe your business objectives].

The purpose of the loan is to [specific purpose for the loan, e.g., expand our operations, purchase new equipment, increase inventory, etc.]. We project that this investment will increase our revenue by [expected percentage or amount] over the next [time frame].

Attached to this letter are the necessary documents, including our business plan, financial statements, and any additional information that supports our loan application.

Thank you for considering my request. I look forward to discussing this matter further and exploring how we can work together to achieve mutual success.

Sincerely,

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