

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Line of Credit Application

Dear [Loan Officer's Name],

I am writing to formally request the establishment of a line of credit with your institution. Below are the details of my application:

1. ****Applicant Information****

- Full Name: [Your Full Name]
- Business Name (if applicable): [Your Business Name]
- Type of Business: [Sole Proprietorship/LLC/Corporation]
- Address: [Your Business Address]
- Tax ID Number: [Your Tax ID]

2. ****Financial Information****

- Monthly Income: [Your Monthly Income]
- Monthly Expenses: [Your Monthly Expenses]
- Current Debts: [List of Current Debts]

3. ****Requested Line of Credit Amount****

- Amount: [Requested Amount]
- Purpose of Credit: [Describe Purpose]

4. ****Supporting Documents****

- [List of Attachments, e.g., financial statements, tax returns]

I believe that a line of credit will help me manage my financial needs efficiently. I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]