

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Bank or Lending Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Small Business Loan

I am writing to formally apply for a small business loan of [specify amount] to support [describe purpose of the loan, e.g., startup costs, expansion, equipment purchase].

Our business, [Your Business Name], was established in [year] and operates in [describe industry]. We have experienced [briefly describe company growth or significant achievements to date]. With the loan, we aim to [specific goals or outcomes expected from the loan].

Enclosed are my business plan, financial statements, and other required documentation for your review. I am confident that this loan will enable us to [reiterate positive impacts of the loan].

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

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Website (if applicable)]