

[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 or "Loan Department"],

Subject: Application for Business Personal Loan

I am writing to formally apply for a personal loan to support my business, [Your Business Name]. I am seeking a loan amount of [Amount] to [briefly state purpose, e.g., purchase equipment, manage cash flow, expand operations, etc.].

[Provide a brief introduction about your business, including its history, structure, and relevance in the market.]

The requested amount will be utilized for [specific details of how the loan will be used], which will ultimately contribute to the growth and sustainability of my business.

Enclosed with this letter, you will find my business plan, financial statements, and any other required documents as per your lending criteria. I am prepared to provide any additional information needed to facilitate the review of my application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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