

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Application for Personal Loan for Business Expenses

I am writing to formally request a personal loan of [amount] to cover essential business expenses for my company, [Your Business Name].

The nature of my business involves [brief description of your business and operations]. Currently, I am facing [explain the specific financial challenges or expenses, e.g., inventory purchases, equipment upgrades, operational costs, etc.].

With this loan, I intend to [outline how the funds will be utilized and the expected impact on your business]. I am confident that this investment will enable my business to [describe the anticipated outcomes, such as increased revenue, stability, growth potential, etc.].

I have attached the necessary documents, including my business plan, financial statements, and credit history, to support my application.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

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