

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

[Loan Officer's Name]
[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Hardship Letter for PPP Loan Application

I hope this letter finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a [type of business] located in [City/State]. I am writing to provide documentation of the financial hardship my business has faced due to [specific reasons, e.g., COVID-19 pandemic, economic downturn, etc.].

Since [date or time frame], our business has experienced significant challenges, including [briefly describe challenges such as reduced sales, loss of customers, or mandatory closures]. As a result, we have struggled to maintain operations and pay our employees.

Despite our best efforts to adapt, including [mention any actions taken like cutting costs, seeking alternative revenue sources, etc.], the situation has severely impacted our cash flow and overall financial stability.

We seek a Paycheck Protection Program (PPP) loan to help us continue operating and retain our employees. This support will enable us to cover essential expenses such as [list essential expenses like payroll, rent, utilities, etc.].

Thank you for considering my application for a PPP loan. I appreciate your understanding of our situation and look forward to your support during this challenging time.

Sincerely,

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