

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

[Recipient's Name]
[Recipient's Title]
[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Re: Letter of Intent for PPP Loan Application

I am writing to express my intent to apply for a Paycheck Protection Program (PPP) loan through [Bank/Lender's Name]. As the [Your Position, e.g., Owner, CEO] of [Your Business Name], I am committed to maintaining our workforce and ensuring the sustainability of our operations during these challenging times.

Our business, established in [Year], specializes in [Brief Description of Business Activities]. Due to the current economic climate caused by [Reasons such as the COVID-19 pandemic], we have experienced a significant decline in revenue, prompting our need for financial assistance to ensure payroll and other essential costs are covered. We are seeking a PPP loan of [Requested Amount] to support our employees and keep our operations running smoothly. The funds will primarily be allocated to cover payroll expenses, rent, and utilities, thus fulfilling the criteria set forth by the PPP guidelines.

I am prepared to provide any additional documentation required to facilitate the application process, including financial statements, payroll records, and certifications as necessary.

Thank you for considering my application. I look forward to your prompt response and assistance in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Website, if applicable]