

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Officer's Name],

I am writing to express my strong support for [Business Name]'s application for the Paycheck Protection Program (PPP) loan. As [your relationship to the business, e.g., a supplier, community leader, etc.], I have witnessed firsthand the challenges faced by [Business Name] during these unprecedented times.

[Business Name] has demonstrated a strong commitment to its employees and the community, ensuring job retention and providing essential services. The financial assistance from the PPP loan will not only help them maintain their workforce but also contribute to the overall economic stability of our community.

I respectfully request that you consider this letter as part of their application and give them the opportunity to secure the funding they desperately need to continue their operations and support their employees.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]