

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Reconsideration of PPP Loan Application

I hope this message finds you well. I am writing to formally request a reconsideration of my Paycheck Protection Program (PPP) loan application, submitted on [original submission date], under application number [application number].

Upon receiving the decision on [date of decision], I reviewed the feedback provided and believe that additional information may warrant a reassessment of my application. I have included the following documentation to support my request:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your attention to this matter and would welcome the opportunity to discuss my application in further detail. Please feel free to reach me at [your phone number] or [your email address].

Thank you for considering my request.

Sincerely,

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