

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

Dear [Loan Officer's Name],
Subject: Response to PPP Loan Denial

I hope this message finds you well. I am writing to formally address the recent denial of my Paycheck Protection Program (PPP) loan application submitted on [application submission date], under application number [application number].

Upon reviewing the denial letter dated [denial letter date], I would like to clarify some points that may have contributed to this decision.

[Briefly explain any discrepancies or provide supporting information that issues in the original application].

I believe that my application should be reconsidered based on the following reasons:

1. [Reason 1: Provide specific details or evidence]
2. [Reason 2: Provide specific details or evidence]
3. [Reason 3: Provide specific details or evidence]

I kindly request a re-evaluation of my application in light of the provided information. If there are additional documents or specifics that can assist in the reconsideration process, please let me know.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

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