

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

[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Lender's Name or Title],

I am writing to formally request a Paycheck Protection Program (PPP) loan for my business, [Your Business Name], which is located at [Business Address].

[Your Business Name] is a [type of business] that has been operating since [Year of Establishment]. Due to the unprecedented circumstances caused by the COVID-19 pandemic, my business has faced significant challenges in maintaining operations and retaining our employees.

I am requesting a PPP loan in the amount of [specific dollar amount], which will be utilized for the following qualified expenses:

1. Payroll costs
2. Rent or mortgage interest
3. Utilities
4. [Any other qualifying expenses]

Enclosed with this letter, you will find the following documentation to support my application:

1. Completed PPP loan application form
2. Payroll reports for the past [number] months
3. Business tax returns for [specific years]
4. [Any other required documents]

I appreciate your consideration of my application and the vital support that the PPP program offers to small businesses during this challenging time. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]