

[Your Name]
[Your Title/Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

RBC Royal Bank

[Branch Address]
[City, State, Zip Code]

Dear [Loan Officer's Name or "Loan Approval Committee"],

Subject: Business Loan Application

I am writing to formally submit my application for a business loan to support [briefly describe the purpose, e.g., expanding operations, purchasing equipment, etc.] for my company, [Your Business Name].

Business Overview:

- ****Business Name:**** [Your Business Name]
- ****Business Structure:**** [e.g., LLC, Corporation]
- ****Date Established:**** [Date]
- ****Primary Business Activity:**** [Description of products/services]
- ****Annual Revenue:**** [Estimated or actual revenue]

Loan Amount Requested:

I am seeking a loan of [amount] to [specific purpose of the loan].

Financial Information:

Attached are key financial documents, including:

- Recent financial statements
- Business plan
- Cash flow projections

I believe that this loan will enable [Your Business Name] to [explain how the loan will benefit your business and its potential for growth].

Thank you for considering my application. I am looking forward to the opportunity to discuss this further.

Sincerely,

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