

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

[Loan Officer's Name]

TD Bank

[Bank Address]  
[City, State, ZIP Code]

Dear [Loan Officer's Name],

Subject: Application for Business Loan

I am writing to formally apply for a business loan of [Loan Amount] to support [brief description of your business and loan purpose]. My company, [Your Company Name], has been operating since [Year Established] and specializes in [Your Business Sector/Industry].

We have experienced consistent growth in our customer base and revenue, and we are now seeking financial assistance to [specific use of the funds, e.g., expand operations, purchase equipment, etc.].

Enclosed with this letter are the following documents:

1. Business Plan
2. Financial Statements (last 2-3 years)
3. Tax Returns (last 2-3 years)
4. Personal Financial Statement
5. Any additional documents requested

I appreciate your time and consideration of my application. I am looking forward to the opportunity to discuss this loan application further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Company Address]