

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Loan Application for [Project Name/Brief Description]

I am writing to formally submit our loan application for [amount] to support [brief purpose of the loan, e.g., the expansion of our facilities, purchase of equipment, etc.]. Attached to this letter, you will find the necessary documentation outlining our financial statements, business plan, and any other required materials.

We believe that this loan will significantly contribute to our organization's growth and ability to serve our community better. We appreciate your consideration of our request and are hopeful for a positive response.

Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Attachments: List any attached documents]