

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

Dear [Loan Officer's Name],  
Subject: Business Loan Application

I am writing to apply for a business loan of [amount] to support [briefly state the purpose, e.g., expanding my business, purchasing equipment]. My business, [Your Business Name], has been operational since [year] and is located at [business address].

We specialize in [brief description of your business and services/products offered]. Over the past [number] years, we have experienced [mention growth, sales, or any relevant achievement], demonstrating our commitment and resilience in the market.

The funds from this loan will be utilized for [detailed explanation of how the funds will be used, e.g., purchasing inventory, renovation, marketing, etc.], which will contribute to our growth and enable us to [state expected outcomes, e.g., reach more customers, increase revenue].

Attached are essential documents supporting our application, including:

1. Business Plan
2. Financial Statements (last 3 years)
3. Personal and Business Credit Reports
4. Tax Returns (last 3 years)
5. [Any other relevant documents]

I believe my business has the potential to [state any potential future achievements], and I am eager to discuss how this loan can help facilitate that growth. I am open to meeting with you at your earliest convenience to provide further information and discuss repayment terms. Thank you for considering my application. I look forward to your positive response.

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