

# Business Loan Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a business loan of [insert amount] to [insert purpose of the loan]. Our company, [Your Company Name], has been in operation since [insert year] and has a solid track record of financial stability and growth.

We are seeking this loan to [insert reasons, such as expand operations, purchase equipment, etc.]. With the assistance of these funds, we expect to [insert expected outcomes, such as increase revenue, create jobs, etc.].

Our financial statements, including profit and loss statements and balance sheets for the past three years, along with our business plan, are attached for your review. We believe that with your support, we can achieve these goals and contribute positively to the economy.

Thank you for considering our application. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]