

Working Capital Loan Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Title]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally apply for a working capital loan of [insert amount] to support my business, [Your Business Name], which is located at [Business Address]. I am seeking this loan to [briefly describe the purpose, e.g., manage day-to-day operational expenses, purchase equipment, increase inventory, etc.].

As a [briefly describe your business, e.g., LLC, Corporation, etc.], we have maintained steady growth over the past [insert number] years, and I have included my financial statements and projections to demonstrate our financial health.

The funds from this loan will be utilized for [provide more details on how the funds will be used, e.g., hiring staff, consolidating debts, etc.]. I believe this investment will significantly enhance our operational capacity and contribute to our growth.

Attached to this letter are the necessary documents, including my business plan, financial statements, and previous tax returns for your review. I am willing to discuss any further information you may require.

Thank you for considering my application. I look forward to the opportunity to work together to secure the funding needed for my business.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]