

# Loan Inquiry for Working Capital

Date: [Insert Date]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], located in [Your Business Location]. We are a [brief description of your business, e.g., "small cafe" or "family-owned retail store"] that has been operating since [Year Established].

We are currently seeking a small business loan to boost our working capital, which will enable us to [briefly state the purpose, e.g., "expand our product line," "hire additional staff," or "manage our inventory more effectively"]. We believe that with an infusion of working capital, we can [explain expected outcomes, e.g., "increase our sales by 20% over the next year"].

After researching various lending options, we are particularly interested in exploring a loan from [Lender's Company]. We would appreciate the opportunity to discuss available loan products, their terms, and the application process.

Please let us know a convenient time for us to meet or speak over the phone. Thank you for considering our inquiry, and we look forward to your reply.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]