

# Small Business Loan Request

Date: [Insert Date]

[Lender's Name]

[Lender's Title]

[Lender's Institution]

[Lender's Address]

[City, State, Zip]

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], a [Your Business Type] located in [Your Business Location]. I am writing to formally request a loan of [Loan Amount] to assist with the acquisition of a property located at [Property Address] that is intended for [brief description of the property's intended use].

Our business has been operating since [Year of Establishment] and has shown consistent growth and stability. With the purchase of this property, we aim to [explain the benefits of the property to your business, such as expansion, increased services, etc.]. This property will help us [how it meets market demands or business goals].

The loan will be utilized as follows:

- Purchase Price: [Amount]
- Closing Costs: [Amount]
- Renovation/Improvements: [Amount]

We have prepared a business plan that outlines our projections for revenue growth, and I would be glad to provide additional details regarding our financials and future outlook. I am confident that this investment will not only benefit our business but also help improve the local community.

Thank you for considering our loan request. I am looking forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Warm regards,

[Your Name]

[Your Title]

[Your Business Name]

[Business Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]