

Loan Application for Cash Flow Support

Date: [Insert Date]

[Lender's Name]

[Lender's Title]

[Bank/Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally apply for a small business loan to support my company, [Your Business Name]. We are a [describe your business, e.g., "retail store specializing in..."], located in [your location]. We have been serving our community since [year established].

Due to [briefly explain the reason for needing cash flow support, e.g., "seasonal fluctuations," "unexpected expenses," etc.], we are seeking funding of [amount requested] to improve our cash flow and meet operational costs.

We anticipate that this funding will assist us in [mention how the funds will be used, e.g., "restocking inventory, covering payroll," etc.], allowing us to maintain our operations and continue serving our customers effectively.

Please find attached our business plan and financial statements for your review. We are committed to the growth and success of [Your Business Name] and appreciate your consideration of our loan application.

Thank you for your time and consideration. We look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Phone Number]

[Your Email Address]