

# Loan Application for Emergency Funding

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Bank/Financial Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an emergency loan to support my small business, [Your Business Name]. Due to [Briefly explain the reason for the emergency, e.g., unexpected expenses, a sudden drop in revenue], I find myself in urgent need of financial assistance to maintain operations and meet my obligations.

Here are some details about my business:

- Business Name: [Your Business Name]
- Established: [Year Established]
- Type of Business: [Nature of Business]
- Annual Revenue: [Average Annual Revenue]

I am seeking a loan in the amount of [Amount Requested] to cover [Specify how the funds will be used]. I believe this funding will help stabilize my business during this critical time and allow me to continue serving my clients and community.

I have attached my business plan, financial statements, and any other relevant documents for your review. Thank you for considering my loan application. I look forward to the opportunity to discuss this matter further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Business Name]