

Small Business Loan Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Institution Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally apply for a small business loan to purchase equipment for [Your Business Name]. Our company has been in operation since [Year Established] and has experienced [briefly describe your business growth and achievements].

The equipment we intend to purchase includes [list the equipment needed and their costs]. This acquisition will [explain how it will enhance your business operations, help increase production, or improve service quality].

We are seeking a loan amount of [insert amount] with a repayment term of [insert term].
Enclosed are our financial statements, business plan, and any additional documentation you may require.

Thank you for considering our loan application. I look forward to the opportunity to discuss this with you further.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]