

Loan Inquiry for Business Expansion

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[Lender's Position]
[Lender's Institution]
[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 [Your Position] at [Your Business Name], a small business located in [Location]. As we continue to grow and develop our offerings, we are exploring options for financing our expansion plans.

We are seeking a loan of [amount] to [briefly describe purpose of expansion, e.g., purchase new equipment, hire additional staff, etc.]. This funding will enable us to [explain how the loan will benefit your business and potentially impact the local economy or your customer base].

I would appreciate the opportunity to discuss this further and explore any loan options that you may have available. I am happy to provide any additional documentation needed for your review.

Thank you for considering our inquiry. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]