

Loan Pre-Approval Request for Business Expansion Funding

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request pre-approval for a loan to support the expansion of my business, [Business Name]. We have experienced consistent growth over the past [number of years] years, and we are now seeking to expand our operations to better serve our customers and increase our market reach.

The amount we are seeking for this expansion is [insert amount]. These funds will be utilized for [brief description of how the funds will be used, e.g., purchasing new equipment, hiring additional staff, improving facilities].

Our business has generated [insert revenue figures or any relevant financial data] over the past [number of years]. With this expansion, we anticipate an increase in revenue and profitability, which will allow us to meet our loan repayment obligations.

We are committed to maintaining a strong financial position and ensuring the success of this expansion project. We would appreciate your consideration of our loan pre-approval request and look forward to discussing this opportunity with you further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Your Contact Information]