

Loan Application Letter

Date: [Insert Date]

To: U.S. Small Business Administration

Address: [Insert Address]

Subject: Application for SBA Loan

Dear SBA Loan Officer,

I am writing to formally apply for a loan through the U.S. Small Business Administration to support my business, [Your Business Name]. We are located in [City, State] and have been operating since [Year of Establishment]. Our business focuses on [Brief Description of Business Activities].

We are seeking a loan amount of [Amount Requested] to [Explain Purpose of Loan, e.g., expand operations, purchase inventory, etc.]. This funding will significantly impact our growth and allow us to create additional jobs within our community.

Enclosed with this letter, please find the necessary documentation, including our business plan, financial statements, and tax returns. We believe our proposal aligns with the goals of the SBA and demonstrates our commitment to responsible growth and community development.

Thank you for considering our application. We are eager to discuss this opportunity further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[Your Business Phone Number]