

Loan Inquiry Letter

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

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to inquire about the small business investment loan options available through your institution. My business, [Business Name], is located in [Location] and has been operational since [Year]. We specialize in [Brief Description of Business].

As we are looking to expand our operations, I would greatly appreciate any information you could provide regarding the loan application process, interest rates, and funding amounts available for small businesses like mine.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

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