

Letter of Loan Application

Date: [Insert Date]

To,
[Lender's Name]
[Lender's Title]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally apply for a loan to support the growth of my small enterprise, [Your Business Name], which has been operational since [Year of Establishment]. We specialize in [brief description of business activities], and have seen a steady increase in demand for our products/services over the past [duration].

In order to capitalize on this growth opportunity, we are seeking a loan of [amount] to [specific purpose of the loan, e.g., expand operations, purchase new equipment, etc.]. This funding will allow us to [details about how the funds will be used and the expected impact].

Attached to this letter, you will find our business plan, financial statements, and any other required documentation to support our application. We believe that with your support, we can achieve our goals and contribute positively to the local economy.

Thank you for considering our application. I would appreciate the opportunity to discuss this further and answer any questions you may have. I can be reached at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Business Name]
[Address]
[City, State, Zip Code]