

Loan Application for Small Business Expansion

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a community development loan to support the expansion of my small business, [Business Name], located at [Business Address]. We have been in operation since [Year] and have established a strong customer base in our community.

The purpose of this loan is to fund [briefly describe the expansion plans, e.g., purchasing new equipment, renovating the facility, hiring additional staff]. This expansion will enable us to [describe expected outcomes, such as increasing capacity, creating jobs, enhancing service quality].

We are seeking a loan amount of [specify amount] and are prepared to provide all necessary documentation, including business plans, financial statements, and projections, to support our application.

Thank you for considering our loan application. We are confident that this expansion will significantly benefit our business and the community. I look forward to the opportunity to discuss our application further.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Phone Number]

[Email Address]