

Inquiry for Small Business Loan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Loan Officer Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank/Loan Officer Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small craft business located in [Your City]. We specialize in [brief description of your craft products].

I am writing to inquire about the possibility of obtaining a small business loan to help expand my operations. Due to an increase in demand for our products and the need for additional materials and equipment, I am seeking financial assistance of [specific amount] to support this growth.

I would appreciate any information you could provide regarding the loan application process, eligibility requirements, and any necessary documentation needed for consideration.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]

[Your Business Name]