

Loan Application Request

Date: [Insert Date]

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

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

Dear [Lender's Name],

I am writing to formally request a seasonal business loan for [Your Business Name]. As we approach the upcoming [specific season or event], we anticipate an increase in our operational needs and inventory requirements.

Our business has consistently shown growth, particularly during this peak season, and a loan of [specific amount] would enable us to [briefly describe what the loan will be used for, e.g., expand inventory, hire additional staff, marketing efforts].

Enclosed with this letter are our financial statements, business plans, and any supporting documentation needed to evaluate our application. We believe that with this assistance, we can continue to contribute positively to our community and ensure sustainable growth.

Thank you for considering our request. We are looking forward to the opportunity to discuss this further at your earliest convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

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