

Documentation Request for Long-Term Business Loan

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

We are in the process of negotiating a long-term business loan with [Lender's Company Name]. To facilitate this process, we kindly request the following documentation:

- Business Financial Statements (last 3 years)
- Tax Returns (last 3 years)
- Business Plan
- Cash Flow Projections
- List of Collateral

Your assistance in providing this information at your earliest convenience would be greatly appreciated, as it will enable us to move forward with the negotiations in a timely manner.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]