

Business Loan Eligibility Assessment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

We appreciate your interest in applying for a business loan with [Your Company Name]. In order to move forward, we need to assess your eligibility based on the information you've provided.

Eligibility Criteria

- Minimum Business Age: [X] years
- Annual Revenue: [Specify amount]
- Credit Score Requirement: [Specify range]
- Collateral: [Specify type if applicable]

Please provide the following documentation to assist us in the assessment:

- Business Financial Statements (last 2 years)
- Personal and Business Tax Returns
- Business Plan and Cash Flow Projections

Once we receive the required documents, we will proceed with the review process and notify you of your eligibility. Should you have any questions or need further clarification, please feel free to contact us.

Thank you for considering [Your Company Name] for your business financing needs.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]