

Commercial Loan Requirements Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a commercial loan for [insert purpose, e.g., purchasing property, expanding a business, etc.]. To facilitate the loan application process, I would like to confirm the specific requirements needed to secure the loan.

The following documents are typically required:

- Completed loan application form
- Business plan or proposal
- Financial statements (last 2-3 years)
- Tax returns (last 2-3 years)
- Personal financial statement
- Credit report
- Business ownership documentation
- Existing debts and liabilities
- Collateral information (if applicable)

Please let me know if there are any additional requirements or specific forms you need me to complete. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]