

Business Loan Application

Date: [Insert Date]

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

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

Dear [Lender's Name],

I am writing to formally request a business loan for [briefly explain purpose, e.g., "expanding our operations," "purchasing new equipment," etc.]. Our company, [Your Company Name], has been operating for [number of years] years and has shown consistent growth, generating annual revenues of [insert revenue figures].

We are seeking a loan of [insert amount] to [explain how the loan will be used, e.g., "increase our inventory," "launch a new product line," etc.]. This funding will allow us to [describe the expected benefits, such as "improve our market position," "create new jobs," etc.].

Attached to this letter, you will find our business plan, financial statements for the past [number of years] years, and any other requested documentation which outlines our financial health and structure.

We are confident that our solid business model, along with the further investment from your institution, will allow us to achieve continued success and profitability.

Thank you for considering our application. I look forward to discussing this opportunity further. Please do not hesitate to reach out if you require any more information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]