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| **Loan Application Letter** | [Email] |
|  | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear Ms. Johnson,

I am writing to formally request a business loan for my small business, Sunny Day Bakery. As a beloved local bakery, we have shown consistent growth and profitability over the years. With this loan, we aim to take our business to the next level and seize new opportunities in the market.

I am seeking a loan of $25,000 to support our business expansion plans. The funds will be utilized for upgrading our kitchen equipment, expanding our product line to include gluten-free options, and increasing our marketing efforts. This strategic investment will not only benefit our business but also contribute to the local economy and job creation. Sunny Day Bakery has established a reputation for its delicious baked goods and has a loyal customer base. We have a strong business plan in place that outlines how the loan will be used, the expected return on investment, and our strategy for loan repayment.

Enclosed with this letter, you will find a comprehensive loan application package, including our business plan, financial statements, and cash flow projections. I am open to any discussions or meetings you may require to evaluate our loan application thoroughly.

I kindly request your attention to our application and your guidance through the loan approval process. Your support will be invaluable as we strive to reach our business objectives.

Thank you for considering our application. I look forward to the opportunity to discuss this further and address any questions or concerns you may have.

Sincerely,

[Your Signature]

[Your Full Name]