**LETTER TEMPLATE**

**LOAN APPLICATION LETTER**

**Applicant’s Name**

**Bank Account Number**

**Applicant’s Address**

**City, State, Zip Code**

**DATE**

**Name of Loan Officer**

**Name of Financial Institution or Bank**

**Address of Financial Institution or Bank**

**City, State, Zip Code**

Re:  Loan Request for **${xx, xxx.xx}**

Dear Mr. **{name}**,

I write to request for a small business loan of **${xx, xxx.xx}** to start my paper collection and recycling business. My business is already a duly registered company with the Secretary of State under the name **{Business Name}**.

I have a contract with more than **{xx}** offices/companies in **{location}**. I collect all their used papers, newspapers, magazines, posters, and other printed materials they wish to dispose of. I pay **{$x per xx kilograms of papers}**. I then resell this to different companies who use papers to make papers, furniture, and materials.

The **${xx, xxx.xx}** will be used to set up a facility that will allow me to do the recycling myself. I entered a contract with 5 schools to supply them with exam books, papers, and papers for their books. Each school has signed a **${x, xxx.xx}** contract.

I am pursuing **{xx}** other schools and **{xx}** companies for a similar deal

My major competitors are **{ABC Recycling and Eco-Loving Recycling**. Both companies are also collecting used papers from different companies and are reselling it to different businesses. However, neither of these companies are making a move to do their own recycling. We are also indirectly competing with manufacturers of recycled products.

I have already invested **${xx, xxx.xx}** of my own money.

My collateral consists of business assets having a fair market value of **${xx, xxx. xx}** and personal assets valued at **${xx, xxx.xx}**.

Please review the attached business plan which details how the money will be used. If you have any questions, please contact me at **{insert phone number}**.

Sincerely,

**Applicant’s Signature –**

**Signature**