|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Loan Application Letter** |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Loan Application Letter  Dear Loan Officer,  I hope this letter finds you well. I am writing to request a loan for my small cooking business, "Taste Delight Catering." I have been running this business for over five years and have successfully built a loyal customer base and reputation for serving high-quality, delicious dishes. The purpose of this loan is to expand my business and take it to the next level. I plan to use the funds for various purposes, such as:  **Purchase of New Equipment:** To improve efficiency and expand my menu offerings, I need to invest in new kitchen equipment.  **Renovation:** I would like to create a more welcoming and comfortable dining space for my customers.  **Marketing and Promotion:** I plan to launch a marketing campaign to increase our visibility and attract more customers.  **Working Capital:** The loan will also help cover day-to-day operational expenses and manage cash flow effectively.  I have attached my business plan, financial statements, and cash flow projections for your review. Based on my business's past performance and the potential for growth in the food industry, I am confident that this loan will be a sound investment. I kindly request a loan amount of $25,000 with a repayment period of 36 months. I am open to discussing the terms and conditions that align with both our interests.  Your support is invaluable to me, and I am committed to using the loan responsibly to ensure the growth and success of my business. I would be grateful for an opportunity to discuss this application with you in person. Thank you for considering my loan application. I look forward to the opportunity to work with First National Bank and take my small cooking business to new heights. Please feel free to contact me at (555) 123-4567 or john.smith@email.com to arrange a meeting at your convenience.  Sincerely,  John Smith | |