**Date:**

**Re. Application for the Business Loan**

Dear Maggie, I am Jack Loman and I have been working in Stereo Lines Media Agency (SLMA) since 2018 as a Social Media Marketing Manager. I joined the company as a Media Marketing Representative in SG-03 in 2017. I was laid off temporarily from my workplace due to Covid-19 implications and the business shut down for several months. In fact, a number of businesses laid off their employees permanently and temporarily.

Unfortunately, I could not escape the misfortune of being laid off and remained unemployed for consecutive five months. It cracked various things concurrently including my financial stability and its impact on my mental health.

It gave me an idea to start my own work so that I can deal with things in my way. Generically speaking, I always wanted to do my work and start a business in my sole proprietorship by making a grocery store. I want to do this business on a small scale as it will need less rush to function and operate it, with less capital investment, and minimum labor will be required. Thus, to initiate the business and give it a practical shape I need a loan of $100,000.

The loan is required solely for business operations and I want to initiate it as soon as possible. The Small Business Association (SBA) of California has approved my request of starting the business. The investigating team has also visited the store building and has approved the business initiation process. Please find all the documents of business approval by the SBA enclosed.

I have been working online and giving my services in Social Media Marketing as a freelancer. I am making enough money from there to pay back the loans and other diurnal errands. To mention this, I mean no sense of insecurity in paying for the installments.

My credit record is well enough to be considered a credible borrower. I have enclosed the credit report and the performance/reference letter by JSW Bank from where I took an interest-free loan of $8700 on 17 months installment plan that has been paid off completely. Please consider my loan application for the business loan or inform me if I need to get a third-party approval as well.

I request you to approve my business loan application. I have enclosed all the required documents for your convenience. Please respond to me at [EMAIL] call me at +1-[X].

Regards,

Jack Loman  
345-P SY-City Lines  
Boston, CA  
USA