

[YOUR BUSINESS LETTERHEAD]

[DATE]

To Whom It May Concern:

I am working to start up a new small business that will be located in [CITY, STATE], which [DESCRIBE WHAT YOUR BUSINESS DOES, EXAMPLES: DOES T-SHIRT PRINTING, PROVIDES CLEANING SERVICES, CONSTRUCTS HOUSES, ETC].

The name of my business will be [NAME OF COMPANY].

I am interested in getting a small business loan in the amount of \$[DOLLAR AMOUNT OF LOAN THAT YOU NEED].

The loan funds will be used to create [NUMBER OF NEW JOBS*] new jobs.

*NOTE: Jobs can be either full or part time. Jobs are calculated as follows: 2 part time jobs = 1 full time job; 3 seasonal jobs = 1 full time job. All calculations are based on 2080 hours per year.

Count yourself as a new employee. If you will be working full time at the new business, use 1.0. If you will be working part time at the new business, use 0.5.

NOTE: Only include jobs that will be newly created positions with no existing employee in that position. If your business has already been operating with you as an employee, don't include your job as a new job. Using the calculation formula above, if you have:

You will be working full time at the new business = 1.0 x 1 = 1.0

Need to hire 2 new part time employees – 0.5 x 2 = 1.0

Need to hire 1 new seasonal employee = 0.33 x 1 = 0.33

TOTAL JOBS CREATED = 2.33 new jobs

[INSERT A PERSONAL DESCRIPTION OF HOW THE LOAN FUNDS WILL BENEFIT YOUR BUSINESS.]

Sincerely,

SIGNATURE OF BUSINESS OWNER