

[YOUR BUSINESS LETTERHEAD]

[DATE]

To Whom It May Concern:

I am a small business owner of [NAME OF COMPANY] located in CITY, STATE, which [DESCRIBE WHAT YOUR BUSINESS DOES, EXAMPLES: DOES T-SHIRT PRINTING, PROVIDES CLEANING SERVICES, CONSTRUCTS HOUSES, ETC].

My business currently has [NUMBER OF EMPLOYEES EMPLOYED BY THE BUSINESS, IF YOU ARE THE ONLY EMPLOYEE, THE NUMBER EMPLOYED WILL BE 1] employee(s).

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

The loan funds would be used to CHOOSE EITHER:

Support [NUMBER OF EXISTING JOBS THE FUNDS WILL SUPPORT*] existing 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.

NOTE: if you select "support" existing jobs and you only have yourself as an employee, then you will use either 0.5 if you work part time for your business, or 1.0 if you work full time for your business.

If you select "support" existing jobs and you have 2 or more employees, then you can use up to the number of existing employees whose jobs will be supported. For example, if you have 5 employees you could use loan funds to support anywhere from 1 to 5 existing jobs. Using the calculation formula above, if you have:

2 half time employees = .5 x 2 = 1.0

2 full time employees = 1.0 x 2 = 2.0

1 three-quarter time employee = 0.5 x 1 = 0.5

TOTAL JOBS SUPPORTED = 3.5 existing jobs

OR

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.

If this is a brand new business that hasn't previously operated please download the example letter entitled "small business support letter to start up a new small business"

NOTE: if you select "create" new jobs 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:

2 currently employed half time employees = 0.0

1 currently employed full time employee = 0.0

Need to hire 1 new full time employee = 1 x 1 = 1.0

Need to hire 1 new part time employee = 0.5 x 1 = 0.5

TOTAL JOBS CREATED = 1.5 new jobs

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

Sincerely,

SIGNATURE OF BUSINESS OWNER