**Business Proposal Cover Letter Sample**

Name of Applicant

Address of Applicant

City, State, Zip code

Date

Name of Investor/Lender/Bank/Lending Institution

Address of Bank

City, State, Zip Code

Dear Mr. /Ms. Name of Lender/Investor,

I have read about your offers to finance small and medium starting businesses that cater to the use of biodegradable products and my business uses biodegradable raw products that conform to the safety of the environment. I am hereby submitting my business plan to you with the hope of being given the chance to apply for a $30,000 business loan.

I have a savings of $15,000 that I plan to invest in the business and we aim to make a $7,500 profit for the first year after payment of premiums and taxes, which we will reinvest back to the business for expansion.

Any consideration you can extend regarding this matter is very much appreciated. Thank you.

Sincerely,

Name and Signature of Applicant