**Template for a Bank Loan Proposal**

Applicant: [Sender .FirstName] [Sender.LastName]

[Sender.Company]

Sender Address Line 1

Sender Address Line 2

Sender PhoneNumber

Sender Email

Creditor: [Creditor .Company]

Note to [Lender] .FirstName] [Lender.LastName]

**INTRODUCTION**

Dear [Lender.FirstName] [Lender.LastName],

I've worked in the restaurant business for more than 20 years, holding positions in all areas from front to back of the house. I've worked abroad in South America and Europe as well as in a number of significant U.S. markets, such as New York City and the San Francisco Bay Area.

I started out busing tables and doing dishes in my grandfather's restaurant, and for the past five years I have been the manager of a highly regarded and well-liked destination restaurant in San Francisco. I also have a bachelor's degree from the Culinary Institute of America in food business management.

I've wanted to own a restaurant ever since those early days in my grandfather's kitchen. I think the time is right because I have the skills, connections, and connections in the industry to make this happen. With assistance from those contacts in the industry, I was able to develop a strong business plan that draws on previous endeavors but goes one step further.

The proposal that follows will explain to [Lender.Company] why I require a loan to open my restaurant as well as how the funds will be used to supplement my current capital.

Sincerely,

[Sender.FirstName] [Sender.LastName]

**Company profile**

At its core, a restaurant is a gathering place to relax, refuel, and commiserate with others. The world is full of different cultures, but one thing we all share are meals together. I’ve taken this ethos to heart, and it is the driving force behind my concept for a restaurant.

In San Francisco, it’s not enough to just serve good food; you are selling an experience as much as a meal. The city is one of the top markets for restaurants in the country. It was one of the first two regions, along with New York, in the U.S. reviewed by Europe’s esteemed Michellin Guide, and it contains the most restaurants per capita of any U.S. city. In essence, San Francisco is a trend-setter in the food world.

My restaurant is currently in the buildout phase, with an anticipated opening date of six months from now. We have secured a lease in a space in a neighborhood that has steady foot traffic, is popular with tourists and locals, and does not have any similar restaurants already. The space will be bright and open, with an exposed kitchen in the rear to show off food production and a 360-degree bar in the center with ample space to wait for a table and have a drink. We are aiming for seating of up to 50 at a time in order to give patrons a more personal experience.

We envision a younger clientele, with plenty of out-of-towners due to the neighborhood being popular with tourists. Our prices will be very competitive in order to attract customers, but I also believe in living wages and benefits for our employees. To this end, all tips generated by the service staff are pooled together and dispersed equally depending on each employee’s function in the overall operation of the restaurant.

**Partner biographies**

In addition to myself, my restaurant has two additional investors. Since we have all worked in the restaurant industry for most of our careers, we each bring something special to the concept.

One investor owns a bar consulting company in [location here] and has experience in the beer, wine, and spirits industries. Some of the most well-known and reputable businesses in the city were founded with his assistance. He has received many accolades from the business world. His emphasis is on creating cocktails that go well with food using fresh ingredients.

The other investor is a skilled chef with two decades of experience working for some of the best restaurants in the United States. In addition to serving two apprenticeships in Spain, he studied cooking in France. His cuisine is praised as "cutting-edge California cuisines."

I bring to the team the front-of-house experience, handling the direct contact with customers and managing the service staff. I have over 10 years of direct restaurant management experience at high-volume locations in San Francisco and New York.

**LENDER REQUEST**

**[Total Amount]**

We have a [amount] here budget for the restaurant. The three investors, including myself, have invested [amount] of that total, so we still need to raise [amount] more to open the restaurant. The costs of leasing the space while it is being built out and the costs associated with the interior renovation are being covered by our existing investment. Additionally, it is being used to cover the costs of restaurant and bar operations related to city and state permits and licensing. We anticipate opening in six months, as was previously stated.

The funds we're asking [Lender.Company] for will be used for the following things:

* Kitchen appliances cost [amount] because we think good products lead to good food. We need to purchase a new industrial-size oven with a 10-top burner, tableware, general cooking utensils, and silverware.
* Bar supplies, [amount]: In addition to a select and carefully curated beer and wine list, our bar will only use the best ingredients and spirits available. For these products at reasonable prices, we have built relationships with distributors in the beverage industry.
* Food, [amount]: A menu is essential to any restaurant. We have developed connections with food suppliers throughout the state of California and elsewhere in the United States to supply the restaurant thanks to our many years of experience and extensive network. The last items to be ordered before opening will be these goods.

**Repayment**

We are requesting a [amount] loan from [Lender.Company] with monthly payments of [amount] and an interest rate of [amount here in percent %].

Our projected monthly income is [amount], or an average of [amount] per day over the course of 22 operational days. We have enough money left over after deducting staff costs of [amount] per month and operating costs of [amount] to comfortably repay a loan under those conditions.

**Collateral**

Spreadsheets for each partner are attached, and they show the various types of security we are offering in exchange for the loan. Mutual fund holdings, equity from two different residential properties, and savings accounts are a few examples.

**Financial statements**

Attached to this loan request are personal and business financial statements for each partner.

**Projections**

Other documentation attached to this request includes income and cash flow projections for the restaurant, and alternative operational structures in the event our projections do not materialize.