



---

Dear (Name)(Banker/Loan Officer)

Thanks For Your Support

I wish to thank you for the valuable support in financing the loan for business continuity. I am extremely delighted to tell you that my employees will be able to keep their jobs and I have the working capital to tide over these difficult times. The assistance is for us a gift from almighty and will stop us from starving for funds. I am thankful that you took the time to understand our plight and forward our business plan for quick approval. As you already know, COVID has devastated the business community. We were not able to fulfil our orders and if it weren't for you, our operations would have come to complete halt.

Since our needs are many, this aid will help avoid the closure of our business. On behalf of all workers, please accept my gracious thanks. May you be blessed in your future endeavors and considerate to the needs of changing business environment.

Best Regards (Your Name)