DATE  
  
Lender’s Name  
Title  
Lender’s Institution  
Lender’s Institution Address  
City, State, Zip Code  
  
Re: Paycheck Protection Program(“PPP”)  
  
Dear Lender’s Name,  
  
My name is Joe Smith. I am the President of XYZ company and have been a client at this bank for 10 years. I am requesting $ in a forgivable loan under the Coronavirus Aid, Relief, and Economic Security Act (**CARES Act**) Paycheck Protection Program (‘PPP”). The loan proceeds will be used to cover payroll costs, mortgage interest, rent, and utility costs (where applicable) during the COVID-19 crisis.

The purpose of the loan request is due to the unprecedented worldwide demand destruction for oil caused by the ongoing coronavirus (COVID-19). Beginning in 2020, the world demand for oil was approximately 101 million barrels per day (BOPD) and now many experts believe the demand for oil has dropped by 20-30 million BOPD because of COVID-19. For perspective, the top three 2019 producers in the world according to the US Energy Information Administration (IEA) were: 1) US 12.2 million BOPD; 2) Russia 10.8 million BOPD; and 3) Saudi Arabia 9.8 million BOPD with the next closest producer Iraq 4.7 million BOPD. The price paid per barrel for US companies is based on West Texas Intermediate (WTI) pricing which started 2020 at $61.18 per barrel and closed April 3rd at $28.34, a 53.68% price decrease. The pricing that Kansas oil producers receive is even less than WTI pricing. The Kansas posted price started 2020 at $51.25 per barrel (Kansas Common) and closed April 3rd at $18.50 per barrel, a 63.9% price decrease. Because of this demand destruction caused by COVID-19, XYZ Company needs this loan assistance to help maintain payroll for our employees and to survive the current crisis.

This disaster has affected all small businesses, their employees, and families. We sincerely appreciate this SBA program by our government to help small businesses in this time of need.

We look forward to your earliest response!

Thank you,

Joe Smith, President

XYZ Company

Applicant’s Address  
City, State, Zip Code

Phone