

(Insert Today's Date)

(Insert your loan representative's name)

(Insert your loan institution/bank name)

Hello (Insert loan rep name),

I was given your email address from Tabor 100 as the person to speak with regarding gaining insight into the PPP process for this new round of applications.

I am a Tabor 100 member in good standing and am writing to seek your assistance with my new PPP Application. I am also a member of (Insert your loan institution name).

Would you have time to meet in person (at the location of your choosing) or get on a call with me.

So far I have :

- Downloaded the First Draw PPP loan application and completed it.

My understanding is that the new calculation is gross receipts for 2019 / 12 X 2.5.

$$\$80,000 / 12 = \$6,000.00 \times 2.5 = \$15,000$$

Can you please provide me some advice and next steps. I do not want to miss this opportunity.

Sincerely,

(Insert your name)

(Insert your title)

(Insert your phone number)

(Insert your email address)