

SBA Business Plan Template

(Structured to meet U.S. Small Business Administration guidelines)

1. Business Overview

Funding Needed (if applicable):

2. Company Description

Legal Structure:

Industry / Sector:

Business History:

Problem You Solve:

Target Market:

3. Market Research / Analysis

Industry Overview

Target Customers

Competitive Analysis

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4. Organization & Management

Ownership Details

Organizational Chart

Key Personnel Bios	
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Advisors/Board Members	
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5. Service or Product Line



6. Marketing & Sales Strategy

Pricing Model	Sales Channels	Promotion/Advertising	Customer Retention Strategy

7. Funding Request (if seeking SBA loan)

Funding Amount Requested	
Planned Use of Funds	
Desired Terms & Conditions	

8. Financial Projections

Attach or embed 3–5 years of financial forecasts:

- **Income Statement**
- **Cash Flow Statement**
- **Balance Sheet**
- **Break-Even Analysis**

9. Appendix (Optional)

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