

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Bank or Lender Name]
[Bank or Lender Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the possibility of obtaining a business loan to support [briefly describe the purpose, e.g., expansion, equipment purchase, working capital].

Our company, [Your Company Name], has been operating since [Year] and specializes in [brief description of your business and industry]. We have been experiencing [mention any relevant growth, challenges, or achievements], and we believe that securing financing will enable us to [outline specific goals or projects].

We are interested in learning more about your loan offerings, including terms, interest rates, and eligibility criteria. Additionally, we would appreciate any information regarding the application process and required documentation.

Thank you for considering our inquiry. I look forward to your prompt response and hope to discuss this matter further.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]