

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a business loan of [amount] for my company, [Your Business Name], which is located at [Business Address]. We are seeking this funding to [briefly explain purpose, e.g., expand operations, purchase new equipment, etc.].

[Your Business Name] has been operational since [year] and has demonstrated steady growth, achieving [mention any key achievements or financial metrics that support your loan request]. Our mission is to [insert business mission], and we believe that this loan will significantly contribute to our goals.

In addition to the requested funds, I have included a detailed business plan and financial projections, which outline our strategy for growth and repayment. I am confident that with your support, we will be able to [explain expected outcomes from the loan].

I appreciate your consideration of my loan application and would be happy to discuss it further at your convenience. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]