

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

[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Dear [Bank/Lender's Name],

I am writing to request a business loan of [specific amount] to support the startup of my company, [Your Company Name], which will focus on [brief description of your business, e.g., product/service offered].

[Provide a brief background about your business idea and its potential, market research findings, target market, and unique selling points.]

The funds will be used for [specific purposes such as purchasing equipment, renting a space, marketing, etc.]. I have prepared a comprehensive business plan that outlines our growth strategy, projected financials, and funding requirements, which I would be happy to provide for your review.

I believe that with your support, [Your Company Name] will succeed in [mention your goals, such as creating jobs, filling a market gap, etc.].

I am committed to repaying the loan within [mention repayment period] and am open to discussing interest rates and terms.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name]
[Your Company Website, if applicable]