

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

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

Dear [Recipient Name],

Subject: Loan Proposal for [Your Business Name]

I am writing to formally request a loan in the amount of [amount] to support [brief description of purpose, e.g., expansion, inventory purchase, equipment acquisition] for my business, [Your Business Name].

****Business Overview:****

[Your Business Name] is a [type of business, e.g., LLC, corporation] established in [year]. We specialize in [briefly describe your products/services] and have built a solid customer base in [target market/industry]. Our recent growth has led us to seek financial assistance to [reason for the loan].

****Loan Purpose and Use of Funds:****

The proposed loan will be used specifically for:

1. [Item/Expense 1]: [Amount]
2. [Item/Expense 2]: [Amount]
3. [Item/Expense 3]: [Amount]

****Financial Projections and Repayment Plan:****

Attached to this letter, you will find a comprehensive financial projection for the next [number] years, demonstrating our projected revenue growth and profitability. We anticipate increasing our revenue by [percentage] over the next [number] years due to [reason for growth, e.g., new product lines, expanded market reach].

We propose a repayment plan of [repayment terms, e.g., monthly payments over x years], which we are confident we can meet based on our cash flow analysis.

****Creditworthiness and Collateral:****

[Briefly outline your business's credit history, any existing loans, and financial stability]. We are willing to offer [list any collateral offered] as security for the loan.

****Conclusion:****

We believe that with your support, [Your Business Name] can continue to grow and serve our community effectively. I look forward to discussing this proposal further and providing any additional information required. Thank you for considering our loan request.

Sincerely,

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

****Attachments:****

1. Business Plan
2. Financial Projections
3. Personal and Business Credit Reports
4. Tax Returns
5. Any other relevant documents