

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

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

Dear [Recipient Name],

I am writing to formally request a business loan of [loan amount] from [Bank/Financial Institution Name] to support [brief description of the purpose of the loan, e.g., expansion, equipment purchase, working capital].

Our company, [Your Company Name], has been in operation since [year] and has experienced [brief overview of company growth and achievements]. We believe that this funding will enable us to [specific goals you aim to achieve with the loan].

Attached are the necessary financial documents, including our business plan, financial statements, and cash flow projections to support our loan application.

I would appreciate the opportunity to discuss this proposal further and explore how we can work together. Thank you for considering our application.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]