

[Your Name]
[Your Position]
[Your Business Name]
[Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Lender's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to request a loan of [amount] for my business, [Your Business Name]. We are located at [Business Address] and have been in operation since [year of establishment].

The purpose of this loan is to [briefly state the purpose, e.g., expand our operations, purchase new equipment, etc.]. This will enable us to [explain how the loan will benefit your business and potentially increase profitability, create jobs, etc.].

We have attached our business plan and financial statements for your review. I believe that with your support, we can achieve our goals and contribute positively to the community.

Thank you for considering our loan request. I look forward to discussing this opportunity with you.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]