

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Bank/Loan Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a business loan of [amount] to support [briefly explain the purpose, e.g., expansion, inventory purchase, equipment acquisition].

Our company, [Your Company Name], has been operating since [year] and has seen consistent growth in [specifics, e.g., revenue, customer base]. We are committed to [mention any community impact or customer focus].

The funds will be allocated as follows:

1. [Allocation detail 1]
2. [Allocation detail 2]
3. [Allocation detail 3]

We anticipate that this loan will not only enhance our operational capacity but also increase our profitability by [estimate or explain expected outcomes].

I have attached the necessary documentation, including our business plan, financial statements, and projections, for your review. I would appreciate the opportunity to discuss this loan request further and am happy to meet at your convenience.

Thank you for considering our request.

Sincerely,

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