

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

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

Dear [Recipient's Name],

I am writing to formally request a loan of [amount] from [Bank/Financial Institution Name] to [briefly explain purpose, e.g., expand my business, acquire new equipment, etc.].

I am the owner of [Your Business Name], which has been operating since [year]. Over the years, we have achieved [briefly mention accomplishments, e.g., growth metrics, customer base, etc.] and believe that this funding will help us [mention expected outcomes].

The loan will be used for the following purposes:

1. [Purpose 1]
2. [Purpose 2]
3. [Purpose 3]

Attached to this letter are [mention any supporting documents, e.g., business plan, financial statements, etc.] that highlight our current financial status and projections.

I am confident in our ability to repay the loan over [proposed loan term] and would be grateful if we could discuss this further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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