

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank/Financial Institution's Name]
[Loan Officer's Name]
[Their Address]
[City, State, Zip Code]

Dear [Loan Officer's 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 of the loan, e.g., expanding operations, purchasing new equipment, etc.] for my business, [Your Business Name].

[Provide a brief overview of your business, including its history, mission, and any relevant accomplishments or milestones.]

We believe this loan will significantly contribute to our growth and ability to [mention specific goals or projects], ultimately leading to increased profitability and job creation in our community.

Attached to this letter, you will find our business plan, financial statements, and any other required documentation for your review.

I would appreciate the opportunity to discuss this loan application further and can be reached at [your phone number] or [your email address]. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Business Name]