

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a business loan of [amount] to support [briefly describe the purpose, e.g., expansion, inventory purchase, etc.] for my business, [Your Business Name].

Established in [year], [Your Business Name] specializes in [describe your business and its activities]. Over the years, we have [mention achievements, growth, or milestones], and we believe that with the right funding, we can achieve even greater success.

The funds will be specifically allocated for [provide details on how the funds will be used]. We have a well-structured plan that outlines our projected growth and how we intend to repay the loan within [repayment period].

Attached to this letter are our business plan, financial statements, and any additional documentation you may require for your review. I am confident that our proposal aligns with your lending criteria and I welcome the opportunity to discuss this further.

Thank you for considering my request. I look forward to the possibility of working together to help grow [Your Business Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]