

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a loan of [specific amount] to support my business, [Your Business Name].

[Briefly describe your business, its history, and what products or services you offer.]

The funds will be used for [specific purpose, e.g., expanding inventory, hiring staff, marketing efforts], which I believe will significantly contribute to the growth and success of my business. I have prepared a detailed business plan that outlines how the borrowed funds will be allocated and the projected returns on investment.

I am committed to ensuring timely repayment and am open to discussing terms that work for both parties. I am confident that this investment will yield positive outcomes for both my business and your loan.

Thank you for considering my request. I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Business Name]