

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to ask for your assistance with a financial matter that would greatly help me in pursuing an important travel opportunity.

I am planning to [describe the trip briefly, e.g., attend a conference, visit family, etc.] and the total estimated cost for travel expenses amounts to [amount]. Unfortunately, I am currently unable to cover these costs on my own.

I would like to respectfully request a loan of [amount you wish to borrow] to help facilitate this trip. I assure you that I am committed to repaying the borrowed amount by [specify a date or timeframe for repayment].

Thank you for considering my request. I truly appreciate your support and understanding, and I look forward to hearing from you soon.

Warm regards,  
[Your Name]