

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

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

Dear [Recipient Name],

I am writing to formally request a loan of [amount] to [briefly state purpose of the loan, e.g., expand my business, purchase equipment, etc.].

[Introduction paragraph: Provide a brief overview of your business, including its name, nature, and any relevant financial information.]

[Second paragraph: Explain the reason for the loan and how it will benefit your business and help you achieve your goals.]

[Third paragraph: Outline your repayment plan, including the desired loan term and any collateral you may be willing to provide.]

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me if you require any additional information or documentation.

Sincerely,

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