

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Bank/Financial Institution's Name]  
[Institution's 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 [amount] for [purpose of the loan]. I believe that this financial assistance will greatly aid in [brief explanation of how the loan will be used].

I have attached the necessary documents for your review, including my financial statements and credit history. I am committed to repaying this loan in a timely manner and am confident in my ability to meet the repayment terms.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]