

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

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

Dear [Recipient's Name],

I am writing to formally request a line of credit with [Bank/Financial Institution's Name]. As a [your profession/industry], I believe that access to a line of credit will greatly assist in managing my financial needs and cash flow.

Specifically, I am seeking a line of credit in the amount of [desired amount]. The funds will be used for [briefly explain purpose, e.g., operating expenses, inventory purchases, etc.].

I am prepared to provide any necessary documentation to support my request, including financial statements, credit history, and a detailed business plan outlining my objectives.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position if applicable]
[Your Company Name if applicable]