

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank/Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank/Loan Officer's Name],
I am writing to formally request a loan for my business, [Your Business Name], which operates in [Your Business Industry/Field]. We have been in operation since [Year Established] and have seen significant growth over the past [Number of Years in Business].

The purpose of the loan is to [briefly explain the purpose, e.g., expand our operations, purchase new equipment, etc.], which will help us [explain how it will benefit the business]. We are seeking a loan amount of [Loan Amount Requested] with a repayment period of [Desired Repayment Period].

Enclosed with this letter are our business plan, financial statements, and any additional documents that may be relevant to our request. I am confident that with the support of [Bank/Financial Institution Name], we will be able to achieve our goals and continue to contribute positively to the community.

Thank you for considering my request. I look forward to the opportunity to discuss this in further detail.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Business Name]