

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

[Date]  
[Bank/Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name or "Loan Department"],

Subject: Loan Request Application

I hope this letter finds you well. I am writing to formally request a loan of [specific amount] for [purpose of the loan, e.g., business expansion, equipment purchase, etc.].

As a self-employed individual, I have been operating [your business name] for [number of years]. My business specializes in [brief description of your business]. Over the last few years, I have consistently generated a revenue of approximately [average annual revenue], which has allowed me to maintain a stable financial position.

I am seeking this loan to [explain how you will use the funds and how it will benefit your business]. I believe this investment will lead to an increase in revenue and help my business grow further.

Attached to this letter, you will find the necessary documentation, including my business plan, recent financial statements, tax returns, and any other relevant documents required for the loan application process.

I would appreciate the opportunity to discuss my loan request further.

Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]