

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

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

Dear [Recipient Name],

Subject: Loan Request for Financial Assistance

I hope this letter finds you well. I am writing to formally request a loan of [amount] to assist with [briefly state the purpose, e.g., personal expenses, business investment, education, etc.].

I have carefully evaluated my financial situation and have determined that this loan will enable me to [explain how the loan will help you and your plans for repayment].

I have attached the necessary documents, including [list any required documents, such as proof of income, credit report, business plan, etc.].

I appreciate your consideration of my request and hope to discuss this further. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]