

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

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

Dear [Recipient Name],

I am writing to formally request a loan of [specific amount] to [briefly explain purpose of the loan].

[Provide a brief background on your financial situation and why you need the loan. Include any relevant details about your business or personal finances.]

I believe that with your support, I will be able to [explain how the loan will help you achieve your goals or pay it back].

Attached, you will find the necessary documents including [list any documents you are including, such as a business plan, financial statements, etc.].

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

Sincerely,

[Your Name]  
[Your Title if applicable]  
[Your Business Name if applicable]