

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

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

Dear [Recipient Name],

I am writing to formally request a loan of [loan amount] for [purpose of the loan]. I am currently seeking financial assistance to [briefly explain the reason for the loan, e.g., expand my business, purchase equipment, etc.].

To support my request, I have attached [mention any documents you are including, such as a business plan, financial statements, etc.]. I believe this loan will significantly impact my [business/project] by [explain benefits or expected outcomes].

[Optional: Provide additional details about your current financial status or background that may enhance your request.]

I would appreciate the opportunity to discuss this loan proposal further and look forward to your favorable response. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]