

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

Dear [Loan Officer's Name],

I am writing to formally request a small business loan of [amount] to support my business, [Your Business Name], which operates in [your industry]. Our business has been established since [year] and has experienced [briefly describe your business's growth, achievements, or unique aspects].

The purpose of this loan is to [briefly explain how you plan to use the funds, e.g., purchase inventory, expand operations, hire staff, etc.]. We believe this investment will significantly enhance our capacity to [describe expected outcomes, such as increasing revenue, reaching new customers, etc.].

Attached to this letter, you will find our business plan, financial statements, and any required documentation to help with the evaluation of our application. I am confident in our repayment ability based on our current revenue and projected growth.

I would appreciate the opportunity to discuss this loan application further. Please feel free to contact me at your earliest convenience. Thank you for considering my request.

Sincerely,

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