

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

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

Dear [Recipient Name],

Subject: Loan Request

I hope this letter finds you well. I am writing to formally request a loan of [amount] for [briefly explain the purpose of the loan, e.g., purchasing a home, starting a business, etc.].

To provide some context, [briefly describe your financial situation and reason for the loan]. I have researched various financial options and believe that [Company/Organization Name] can offer me the support I need. I am prepared to provide any necessary documentation, including my financial records and a detailed business plan (if applicable), to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]