

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

Dear [Recipient's Name],

I am writing to formally request a loan support for [specific purpose of the loan]. I believe that this loan will greatly assist me in [briefly explain how the loan will help you].

I have attached all relevant documents, including my financial statements and credit history, to demonstrate my ability to repay the loan.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]