

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a zero interest loan of [amount] for [purpose of the loan]. The funds will be used for [brief explanation of how the funds will be used].

I believe that with this support, I can [explain how the loan will benefit you or your business]. I am committed to repaying the loan [mention any repayment plan or schedule you propose].

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

Sincerely,
[Your Name]