

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

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

Dear [Recipient Name],

Subject: Request for Zero Interest Loan

I hope this letter finds you well. I am writing to formally request a zero interest loan in the amount of [specify amount] to [briefly state the purpose of the loan, e.g., fund a business initiative, cover education expenses, etc.].

I believe this loan would enable me to [explain how the loan will benefit you and possibly the community or organization]. I am committed to repaying this loan in a timely manner and am happy to discuss any terms and conditions that may apply.

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

Sincerely,

[Your Name]