

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a zero interest loan from [Organization Name]. I am interested in this financial assistance to [briefly explain the purpose of the loan, e.g., cover educational expenses, support a small business, etc.].

I am currently [provide a brief description of your current situation, e.g., a student at XYZ University, a small business owner, etc.]. Due to [mention any financial difficulty or reason], I am seeking support that would allow me to [explain how the loan will help you achieve your goals].

I have attached the necessary documentation, including [list documents such as proof of income, credit history, loan request amount, etc.], to support my application. I appreciate your consideration of my request and am hopeful for a positive response.

Thank you for your time and assistance. I look forward to your reply.

Sincerely,  
[Your Name]