

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

[Recipient's Name]
[Recipient's Title]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for a loan in the amount of [Loan Amount] for the purpose of [Briefly Describe Purpose, e.g., expanding my business, purchasing equipment, etc.].

I am the owner of [Your Business Name], which has been in operation since [Year Established]. Over the years, we have achieved [Briefly Describe Achievements or Growth]. Our goal is to [Explain the Goal Related to the Loan].

To support this loan application, I have attached [List Supporting Documents, e.g., financial statements, business plan, credit report, etc.]. I believe that with this financing, we can [Describe Expected Outcomes].

I appreciate your consideration of my loan application and look forward to discussing this opportunity further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] with any questions or to schedule a meeting.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]