

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

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

Dear [Recipient's Name],

I am writing to formally request a loan of [amount] from
[Company/Organization Name] for [purpose of the loan]. I believe that
this loan will greatly assist me in [explain how the loan will help].
I am prepared to provide any necessary documentation to support my
application, including my financial statements, credit history, and any
other relevant information.

Please let me know if there is any further information you require. I
appreciate your consideration of my request and look forward to your
prompt response.

Thank you for your time.

Sincerely,

[Your Name]