

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

[Recipient Name]
[Recipient Position]
[Bank/Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Company Loan Advance

I hope this message finds you well.

I am writing to formally request an advance on our existing company loan account with [Bank/Financial Institution Name]. Our business, [Your Company Name], is currently facing [briefly describe the reason for the advance, e.g., cash flow challenges, unexpected expenses, or new opportunities].

Given the positive relationship we have established over the years, we would like to explore the possibility of receiving an advance of [specific amount] against our current loan terms. This additional funding will enable us to [explain how the advance will benefit the company, e.g., meet immediate financial obligations, invest in growth opportunities, etc.].

We are committed to adhering to our agreed-upon repayment schedule and maintaining open communication regarding our financial standing. Please find attached our latest financial statements and any other documentation you may require to process this request.

I appreciate your consideration of our request and look forward to your prompt response. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]