

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an advance on the company loan previously discussed with [Recipient Company Name].

As you are aware, [briefly explain the reason for the loan advance, e.g., unexpected expenses, business expansion opportunities, etc.]. This advance will enable us to [explain how the advance will benefit the company, e.g., meet operational costs, invest in growth, etc.].

We are currently seeking an advance of [specific amount] to cover [specific purpose]. I assure you that we have a solid plan in place for repayment and we are committed to fulfilling our financial obligations promptly.

Thank you for considering our request. I look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] if you require any further details.

Sincerely,

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