

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

[Recipient Name]  
[Recipient Title]  
[Bank/Loan Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a business loan of [amount] to support [brief description of purpose, e.g., expansion, equipment purchase, working capital]. Our company, [Your Company Name], has been operating since [year established] and specializes in [brief description of business activities].

Over the past [duration], we have experienced [brief description of growth, success, or challenges]. To continue this trajectory and meet increasing demand, we require additional financial support.

The funds will be utilized for [specific purposes like purchasing equipment, increasing inventory, etc.]. We anticipate that this loan will allow us to [explain expected outcomes, e.g., increase revenue, create jobs, etc.].

Attached are our financial statements, business plan, and any other relevant documentation to support this request. I would welcome the opportunity to discuss this loan application further and answer any questions you might have.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]