

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Bank or Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Loan Acquisition Request

I hope this letter finds you well. I am writing to formally request a loan of [amount] for the purpose of [briefly state the purpose, e.g., expanding my business, purchasing equipment, etc.].

Our business, [Your Business Name], has been operating successfully since [year of establishment] and has shown consistent growth. [Include a brief overview of your business and its financial performance].

We are confident that the funds will allow us to [specific outcome you expect from the loan]. Enclosed, please find all the necessary documents, including our business plan, financial statements, and credit history for your review.

I would greatly appreciate the opportunity to discuss this matter further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting at your convenience.

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

Sincerely,

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