

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]

[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
Subject: Loan Request

I am writing to formally request a loan in the amount of [Loan Amount] for [purpose of the loan]. Our company, [Company Name], has been in operation since [Year Established] and has demonstrated consistent growth and stability in our industry.

The funds will be utilized for [detailed explanation of how the funds will be used]. We anticipate that this loan will assist us in [explain the expected outcome of the loan].

Enclosed are our financial statements for the past [number] years, along with our business plan and cash flow projections for the next [number] years.

We believe that with the requested funding, [Company Name] will be positioned to [benefits of the loan].

Thank you for considering our loan application. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Your Signature (if sending a hard copy)]