

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

Dear [Recipient's Name],

Subject: Loan Request for [Purpose of Loan]

I hope this letter finds you well. I am writing to formally request a loan of [amount] from [lender's name or financial institution] to finance [brief explanation of the purpose of the loan, e.g., working capital, equipment purchase, expansion, etc.].

Our company, [Your Company Name], has been in operation since [Year] and has established a solid reputation in [Industry/Market]. Over the years, we have achieved [mention key achievements or milestones], which demonstrates our commitment to growth and sustainability.

The funds will be utilized for [detailed explanation of how the loan will be used]. We believe that securing this loan will not only help us to [describe benefits of the loan] but also contribute to the overall growth of our business.

We have attached our financial statements, business plan, and any other relevant documents for your review. We are confident that our strategic growth plan will enable us to meet the repayment terms effectively.

Thank you for considering our request. We would appreciate the opportunity to discuss this matter further and answer any questions you may have. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]