

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Lender's Name]
[Lender's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Direct Loan Request

I am writing to formally request a direct loan of [loan amount] for [purpose of the loan] to support [brief description of the project or need].

As a [describe your business type, e.g., small business, startup], we have been operating since [year established] and have achieved [mention significant accomplishments or revenues].

The funds will be utilized for [specific uses of the funds], which we believe will enable us to [explain how the loan will enhance your business].

We have enclosed the necessary documents, including our business plan, financial statements, and any required collateral information for your review.

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

Sincerely,

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