

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

[Recipient Name]
[Recipient Position]
[Bank/Financial Institution Name]
[Bank/Financial Institution Address]
[City, State, Zip Code]

Dear [Recipient 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 [Bank/Financial Institution Name] to support [brief explanation of the purpose, e.g., business expansion, equipment purchase, working capital, etc.].

[Provide a detailed explanation of the loan's purpose and how it will benefit your company. Include any relevant details, such as projected revenue increase, job creation, or market expansion.]

We believe that with the financial support from [Bank/Financial Institution Name], we can achieve our goals and contribute positively to [mention any relevant community or economic development].

Attached to this letter, you will find our business plan, financial statements, and any other documentation required to process this request. I appreciate your consideration of our loan application and look forward to discussing it further. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information. Thank you for your attention to this matter.

Sincerely,

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