

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

Dear [Recipient's Name],

I am writing to formally request a loan for my business, [Your Business Name], which is located at [Business Address]. We are seeking a loan amount of [Specify Amount] to [briefly state the purpose of the loan, e.g., expand operations, purchase inventory, etc.].

[Provide a brief overview of your business, including its history, mission, and any notable achievements. Mention the business structure and key personnel if applicable.]

The funds from this loan will be utilized for [provide detailed explanation of how you plan to use the funds]. This investment will [explain how it will benefit your business, e.g., increase revenue, create jobs, etc.].

We project that this investment will [highlight financial projections or expected outcomes]. Our business has a strong repayment capacity, supported by [brief overview of financial history and current standing, e.g., sales figures, profitability, etc.].

Enclosed, you will find [list any documents you are including, such as business plan, financial statements, credit report, etc.]. I believe this information will assist in evaluating our loan application.

Thank you for considering my request. I am looking forward to the opportunity to discuss this further. Please feel free to contact me at [Your Phone Number] or email me at [Your Email Address].

Sincerely,

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