

[Your Company Letterhead]
[Date]
[Lender's Name]
[Lender's Title]
[Lender's Company Name]
[Lender's Company Address]
[City, State, Zip Code]
Dear [Lender's Name],
Subject: Loan Request for [Purpose of the Loan]
I am writing to formally request a loan of [amount] for [specific purpose, e.g., expansion, equipment purchase, working capital] on behalf of [Your Company Name].
Company Background:
[Provide a brief overview of your company, including its mission, years in operation, and any notable achievements.]
Loan Details:
- **Amount Requested:** [Specific amount]
- **Purpose of the Loan:** [Detailed explanation of what the funds will be used for]
- **Repayment Period:** [Proposed repayment terms]
- **Interest Rate:** [Indicate whether you're open to negotiation]
Financial Information:
- [Summarize your company's financial position, including recent revenue, profit margins, and any other relevant financial data. Include attached financial statements if available.]
Collateral Offered:
[Detail any collateral you are willing to provide to secure the loan.]
Conclusion:
We believe that this loan will significantly benefit our operations and contribute to our growth. We are fully committed to meeting our repayment obligations and ensuring a mutually beneficial relationship.
Thank you for considering our request. I am looking forward to your positive response.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
Attachments:
- Financial Statements
- Business Plan
- Collateral Documentation (if applicable)