

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a loan from [Company Name] in the amount of [specific amount] to support [briefly explain the purpose of the loan, e.g., starting a new project, expanding a business, etc.].

[Provide a brief overview of your financial situation and why you need the loan. Include relevant details such as repayment terms, how the loan will benefit your business, etc.]

I have attached [any supporting documents, e.g., a business plan, financial statements, etc.] for your review. I look forward to the opportunity to discuss this further and hope to work together towards a mutually beneficial arrangement.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]