

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Bank/Financial Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Loan Request

We, [Your Company Name], are writing to formally request a loan of [amount] to support [specific purpose, e.g., business expansion, working capital, equipment purchase].

Company Overview:

- Name: [Your Company Name]
- Established: [Year]
- Location: [Company Address]
- Nature of Business: [Brief description of business activities]
- Current Financial Status: [Brief overview of financial health]

Loan Details:

- Loan Amount: [Requested amount]
- Purpose: [Detailed explanation of how the funds will be used]
- Loan Term: [Desired term of the loan]
- Repayment Plan: [Proposed repayment schedule]

We have attached our financial statements, business plan, and any additional documentation required for your review. We believe that this loan will significantly enhance our operational capabilities and allow us to [mention expected outcomes].

We appreciate your consideration of our request and look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]