

Business Expansion Loan Request

Date: [Insert Date]

[Lender's Name]
[Lender's Title]
[Lender's Institution]
[Lender's Address]
[City, State, Zip]

Dear [Lender's Name],

I am writing to formally request a loan of [amount] to support the expansion of my business, [Your Business Name], located at [Business Address]. We have experienced steady growth over the past [number] years and are looking to capitalize on new opportunities in the market.

With this loan, we plan to [briefly explain how you will use the funds, e.g., purchase new equipment, hire additional staff, expand our facilities, etc.]. Our projections indicate that this expansion will lead to an increase in revenue of [estimate percentage or amount] over the next [timeframe].

We have maintained a strong financial background with [mention any relevant financial details, such as revenue, profit margins, etc.]. Enclosed, you will find our business plan, financial statements, and projections for your review.

Thank you for considering our request. I look forward to discussing this opportunity with you and am happy to provide any additional information you may need.

Best regards,

[Your Name]
[Your Title/Position]
[Your Business Name]
[Your Phone Number]
[Your Email Address]