

Loan Request Letter

Date: [Insert Date]

Bank Name
Bank Address
City, State, Zip Code

Dear [Lender's Name],

I am [Your Name], the owner of [Your Business Name], located at [Business Address]. We are a [brief description of your business, e.g., "small retail shop specializing in organic products"], and we have been in operation since [Year].

We are seeking a loan of [Amount] to [briefly explain the purpose of the loan, e.g., "expand our inventory" or "open a new location"]. This funding will allow us to [explain how the loan will impact your business growth, e.g., "increase our sales potential" or "enhance customer experience"].

Our business has shown consistent growth, and we are committed to maintaining this trajectory. In [Year], we achieved a revenue of [insert revenue amount], and we project [insert projected revenue] for the upcoming year. Enclosed are our financial statements and business plan for your review.

Thank you for considering our loan request. I would be happy to discuss this matter further and provide any additional information required. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]
[Your Phone Number]
[Your Email Address]