

# Loan Application

Date: \_\_\_\_\_

To,  
The Manager,  
[Bank/Financial Institution Name]  
[Branch Address]  
[City, State, ZIP Code]

Subject: Application for Loan on Transportation Machinery

Dear Sir/Madam,

I am writing to formally request a loan for the purchase of transportation machinery to enhance my business operations. I am the owner of [Your Company Name], and we specialize in [briefly describe your business and operation].

To improve our logistical capabilities, I intend to purchase [specify the machinery, e.g., trucks, trailers] that will allow us to [briefly explain how the machinery will benefit your business]. The total cost of the machinery is [amount], and I am requesting a loan of [amount] to finance this purchase.

Attached to this letter are the relevant documents including my business plan, financial statements, and any other required documentation. I believe that this investment will significantly increase my business revenue and enable me to meet the growing demands of my customers.

I would appreciate the opportunity to discuss this loan application in further detail. Thank you for considering my request, and I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]