

# Working Capital Loan Proposal

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

We are writing to formally propose a working capital loan for our company, [Your Company Name]. Our business has experienced [brief description of current situation, e.g., rapid growth, seasonal fluctuations], and we are seeking financial support to manage our operational expenses effectively.

Loan Amount Requested: \$[Insert Amount]

Purpose of the Loan: [Briefly outline the intended use of the funds, e.g., inventory purchase, payroll, marketing expenses]

We have demonstrated steady growth over the past [insert time period] and are confident in our ability to repay the loan within the proposed terms. Attached you will find our financial statements, business plan, and any other relevant documentation for your review.

Thank you for considering our request. We look forward to the opportunity to discuss this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]