

# Loan Request for Creative Agency Launch

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company/Organization]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a loan of [amount] to launch my creative agency, [Agency Name]. With a focus on [briefly mention your services, e.g., branding, digital marketing], I aim to fill the gap in the market for [describe your target market or niche].

The funds will be used for [list intended use of funds, e.g., office space, equipment, marketing]. I have attached a detailed business plan outlining the projected revenues and expenses along with my expected ROI.

As a dedicated [your background, e.g., graphic designer, marketer], I believe my skills, coupled with a strong strategy, will ensure the success of [Agency Name]. I am committed to making this agency thrive.

I appreciate your consideration of my loan request and would love the opportunity to discuss this further at your earliest convenience.

Thank you for your time.

Sincerely,

[Your Name]

[Title, if applicable]