

Request for Business Credit

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank or Lender's Name]

[Bank or Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a business credit facility for [Your Company Name]. We are seeking a credit line of [Amount Requested] to support our operations and growth initiatives.

[Briefly explain your business, its history, and why you are requesting credit. Include any relevant financial details or projections to reinforce your request.]

We believe that securing this credit will enable us to [explain how the credit will be utilized, e.g., invest in new inventory, expand operations, etc.]. We have been a valued customer of [Lender's Institution] for [duration], and have always maintained a good standing.

Please find attached our financial statements and business plan for your review. I am more than willing to discuss this in further detail and provide any additional information that may be required.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]