

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request a loan of [amount] to support the launch of my new business, [Business Name], which focuses on [brief description of the business and its objectives]. As an entrepreneur with [number] years of experience in the [industry/field], I am committed to making this venture a success.

The funds will be utilized for [list how the funds will be used, e.g., inventory, equipment, marketing, etc.]. I have conducted thorough market research, and I am confident in the potential for [Business Name] to thrive in the current market environment.

I am seeking a loan with terms that include [specify terms you are looking for, e.g., interest rate, repayment period, etc.]. I am prepared to provide any further documentation required, including financial forecasts, a business plan, and personal guarantees.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further and am hopeful for your support in making my business dream a reality.

Sincerely,

[Your Name]