

# Business Loan Request

Date: [Insert Date]

To,  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Request for Business Loan

I am writing to formally request a business loan of [amount] to support the growth and expansion of my business, [Your Business Name]. We have been operating since [year of establishment] and have seen steady growth in our revenue.

The purpose of the loan is to [briefly explain how you plan to use the funds, e.g., purchase inventory, expand our facility, etc.]. This investment will not only enable us to increase our operational capacity but also enhance our service offerings.

We have attached a detailed business plan, financial statements, and any other required documentation for your review. I am confident in our ability to repay this loan, and I look forward to discussing this opportunity with you.

Thank you for considering my request. I am eager to hear from you soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Phone Number]  
[Your Email Address]