

# Loan Request Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Lender's Name]  
[Lender's Title]  
[Bank/Financial Institution's Name]  
[Bank/Financial Institution's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a startup loan for my new business, [Your Business Name], which I plan to establish in [Location].

The purpose of this loan is to cover initial costs, including [list a few key expenses such as equipment, inventory, marketing, etc.].

I have conducted thorough market research and believe that there is a strong demand for [briefly describe your business idea].

I have also developed a detailed business plan outlining my goals, projected revenues, and financial strategies, which I have attached for your review.

I am seeking a loan amount of [requested loan amount] and am confident in my ability to repay this amount within [repayment period] through projected sales and revenues.

Thank you for considering my loan request. I am looking forward to the opportunity to discuss this in further detail.

Sincerely,  
[Your Name]  
[Your Business Name]