

Loan Request for Working Capital Support

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

Date: [Insert Date]

[Lender's Name]
[Lender's Position]
[Lender's Company Name]
[Lender's Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a business loan of [insert amount] to support the working capital needs of [Your Company Name]. Due to [briefly explain the reason for the loan request, e.g., increased demand, unexpected expenses], we are in need of additional funds to ensure our operations continue smoothly.

With the requested funds, we plan to [briefly outline how the funds will be used, e.g., purchase inventory, cover payroll, etc.]. We believe that with this support, we will improve our cash flow and strengthen our business.

[Your Company Name] has been in operation since [insert year], and we have demonstrated a solid track record of [briefly describe your achievements or strengths]. We are committed to maintaining our growth and fulfilling our financial obligations.

I have attached our financial statements and a detailed business plan for your review. I appreciate your consideration of our loan request and am looking forward to discussing it further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]
[Your Company Name]