

# Business Loan Application Request

**[Your Name]**

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Lender's Name]**

[Lender's Position]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a business loan in the amount of [Loan Amount] to support [brief description of the purpose of the loan, e.g., expansion, equipment purchase, working capital, etc.]. Our company, [Your Company Name], has been in operation since [Year], and we have experienced consistent growth.

We are seeking this loan to [explain how the funds will be used and the expected impact on your business]. We believe that this investment will significantly enhance our operations and profitability.

Attached, please find the required documents including our business plan, financial statements, and credit history for your review. We are happy to provide any additional information required.

Thank you for considering our application. We look forward to the opportunity to discuss this matter further and hope to establish a long-term relationship with [Lender's Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]