

Loan Request for Working Capital

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Institution Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a loan of [specific amount] for working capital to support [Your Business Name]. As a small business, we are currently experiencing [briefly describe the reason for needing the capital, e.g. increased demand, inventory purchasing, etc.].

This loan will enable us to [explain how the funds will be used, e.g. hire additional staff, purchase necessary equipment, manage operating expenses, etc.]. With our projected growth, I am confident that we will be able to repay the loan within [specify timeframe] terms.

Please find attached our business plan and financial statements for your review. I appreciate your consideration of our request and I am looking forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]