**Business Loan request letter sample**

Follow this sample to know better on how to write a business loan request letter.

Applicant’s Name
Applicant’s Address
City, State, Zip Code

DATE

Lender’s Name
Title
Lender’s Institution
Lender’s Institution Address
City, State, Zip Code

Re: Business loan request for Rs.\_\_\_\_\_\_

Dear Lender’s Name,

The aim of this letter is to request a small business loan in the amount of [NUMBER] for the purpose of [ADD PURPOSE OF LOAN HERE]. My business, [BUSINESS NAME], is a successful and well-established company, which is part of the [TYPE] industry.

[BUSINESS NAME] began operation in [DATE] with [NUMBER] employees, and has shown consistent growth over the past [NUMBER] years. The business now employs [NUMBER] individuals.

We have an established online presence, as you can see on our website [LIST WEBSITE], Facebook, [LIST ANY OTHER SOCIAL MEDIA]. Through these methods, as well as [LIST ANY OTHER MARKETING STREAMS], we continue to make industry contacts and cultivate new business.

Last year, our annual sales revenue was [NUMBER] with a net profit of [NUMBER]. We have maintained a consistent cash flow over the past [NUMBER] years, and have operated with an annual net profit each year since opening.

[EXPLAIN REASON FOR LOAN REQUEST HERE – This should be written by yourself and explain why you need a loan. Do not make this completely technical but a mix of how the amount of the loan will help you expand your business and achieve success and how also the loan amount will help you improve your books of accounts.]

We have completed preliminary market research in [LOCATION OR TYPE OF EXPANSION], and we have seen increased demand for [PRODUCT OR SERVICE YOUR BUSINESS PROVIDES]. Therefore, we are seeking funding to grow the business by [SUMMARIZE BUSINESS GROWTH PLAN]. – Include numbers, graphs and charts if required and if you have it ready.

One of the reasons my business is so successful is because of [XYZ reasons of why your business is better than competitors in a subtle manner.] I have also maintained a good relationship with my suppliers and vendors and they have agreed to reduce the price per unit if the quantity of the products required increases. I have all the necessary licenses and requirements for my business and even the expansion of my business if required.

This business growth opportunity is immediate but will require more funding up front than our cash flow can currently accommodate. Although making the monthly repayments with interest over time will fit easily into our budget, we do not currently have access to a lump sum large enough to make the initial purchase**. [This part shows that you are in need of money but not desperate of the money and that your business will still continue to exist in all scenarios]** This loan in the amount of [NUMBER] will enable us to purchase [WHAT YOU NEED] immediately so that we can begin to generate business for loan repayment immediately as well.

Attached, please find our business plan, our most recent cash flow statement, and our annual profit and loss statement for your review. Based on these strong financial documents and our equally strong credit score of [NUMBER], we feel that [YOUR BUSINESS NAME] will be a safe credit risk for your bank.
Please take a moment to review this request letter and the accompanying financial documents. If you feel that you can help our company, we would love to hear from you.

If you have any questions, I can be reached at 9999900000 or at Name@email.com.

Thank you for your attention to my loan application.

Sincerely,

 Applicant’s Signature
Applicant’s Name Printed and Designation

[Stamp of the company is required]
List of Enclosures: business plan, cash flow statement, and P&L statement