

Writing a **BANK LOAN REQUEST LETTER** in 5 Steps

A bank loan request letter is often the first page a lender will see as part of your loan application, and can set the tone for the entire process. Make sure to include this important information to get you started on the right foot.

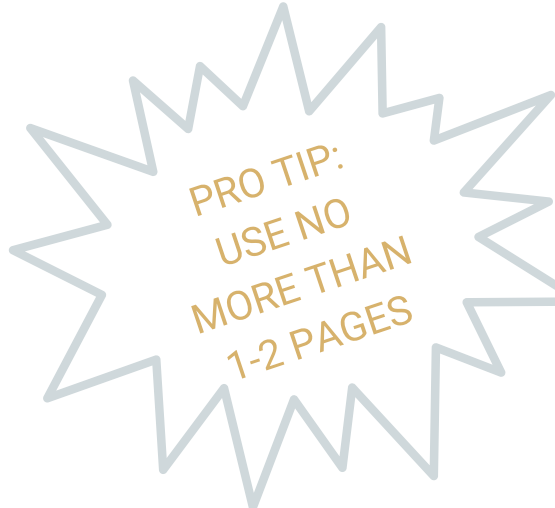
WHAT TO INCLUDE

1 Briefly explain what your business does.

Keep it succinct! You have the rest of your loan application to get into details.

2 Include essential business information.

- your name
- business's legal name
- legal form of business
- business address
- year founded
- annual sales
- number of employees
- key customers
- indicators of success.



PRO TIP:
USE NO
MORE THAN
1-2 PAGES

3 Describe your loan request.

- how much you're requesting
- what type of loan
- how you're going to use the loan to achieve specific business goals

4 List any assets and debts.

Keep it succinct! You have the rest of your loan application to get into details.

5 List what documents you're including with your application.

- business and personal tax returns
- bank statements
- financial statements (income, balance sheet, cash flow, etc.)
- business plan
- business registration documents

