

Business Request Letter

To,
Alex Martin
Station 315
Ottawa Ontario K1A0B1
Canada

Subject: Business Loan Request Letter

Sir,

I would like to request you for a business loan of \$45,000. Our organization "ABC Software Limited" has an experience in the software industry since 15 years and has a good reputation in the industry.

Software industry is a growing market these days and there was a 6% growth in the previous year. There is a huge scope for expansion and introducing new technologies in the market. Microsoft and Oracle are our major competitors and we face a major competition from them. Execution of our business plan will give us an edge over them.

If you grant us this loan, it will help us in executing our plan and meeting our set targets. It will also help us in making number of modifications in our current business settings in order to make it more appropriate for successfully executing our business plan.

We are attaching a report that consists of details about our plans for the business development for your reference. Please go through it and grant us the loan amount for the same purpose. We will wait for a positive response from your side.

Thanking You,

Yours sincerely

Marc Jacob
CEO