

***YOUR COMPANY LETTER HEAD***

*(date & place)*

RE: Request for project loan funding.

To whom it may concern:

This letter is a formal request for loan funding of \_\_\_\_\_ *(amount)* \_\_\_\_\_ USD for the \_\_\_\_\_ *(name of the project)* \_\_\_\_\_ project located in \_\_\_\_\_ *(place)* \_\_\_\_\_.

*(Please choose either option as follows):*

1. We would use the loan funding to pay off the existing outstanding balance of the project *(name of the project)* mortgaged at the bank *(name of the bank)* and to carry out this shovel-ready project (or this project in progress).

2. We would use the loan funding to pay off the existing outstanding balance of the project *(name of the project)* mortgaged at the bank *(name of the bank)*. We have commercially operated this project that generates steady revenue.

We greatly appreciate the time you have taken to review this letter and the documents attached. We look forward to your response.

Sincerely,

*(signature & stamp)*

Full name:

Title: