

[Print on Borrower]

To:

[<<Name & Address of Proposed

<<Insert Date>

FAO: <<Insert Name>>

Dear [<<Insert Name>>],

**Request Proposal for Loan Facility** <<Insert Company Name>> (the Company)

We refer to our recent [telephone] we discussed our need for a loan facility.

The Company is a growing company with a requirement for increased capital. Please find enclosed for your information the Company's business plan, business history, recent financial statements, business plan for the year <<Insert Relevant Financial Year>> and budget for the year <<Insert Relevant Financial Year>>.

In order to finance this growth [and to meet the Company's] requirements, we anticipate requiring a loan facility of approximately [£<<Insert Amount>>] as indicated to us that you may be able to provide the Company with the required amount.

We should therefore be grateful if you could [at your earliest convenience,] a formal written financing proposal to satisfy this requirement. Please let us know if you require any further information to assist you in making this proposal.

We look forward to working with you in the future to achieve the objective of the success of the Company.

Yours faithfully,

<<Name & Title>>

For and on behalf of <<Name of P