

Business Equipment Loan Request

Subject: Equipment Financing Request - [Business Name]

Dear Equipment Financing Specialist,

I am writing to request financing for essential business equipment that will significantly enhance our operational capacity and efficiency. As owner of [Business Name], I am seeking \$[amount] to acquire [specific equipment/machinery].

Our business has been operational for [time period] and has consistently shown [growth/stability metrics]. The requested equipment will enable us to [specific benefits - increase production, improve quality, reduce costs, expand services, etc.], directly impacting our bottom line and growth trajectory.

The equipment specifications are as follows: [detailed equipment description, model numbers, supplier information]. We have obtained quotes from multiple vendors and selected [vendor name] based on [quality, price, service, etc.]. The total cost including installation and training is \$[amount]. Our financial projections indicate this equipment will generate additional revenue of approximately \$[amount] annually while reducing operational costs by \$[amount]. The return on investment timeline is projected at [timeframe], making this a sound business decision.

We are requesting financing terms of [preferred term length] with [down payment amount if applicable]. Our business credit profile includes [credit score, payment history, banking relationships]. We maintain accounts with [bank names] and have successfully managed previous equipment financing arrangements.

Attached please find our business financial statements, equipment quotes, vendor information, and projected cash flow analysis. We are prepared to discuss collateral options and can provide additional documentation as needed.

I would welcome the opportunity to present this proposal in detail and answer any questions. Please contact me at [contact information] to schedule a meeting.

Thank you for considering our equipment financing request.

Sincerely,

[Your Name]

[Title]

[Business Name]

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