

Loan Requisition Email for Business Expansion

Subject: Business Loan Request for Expansion

Dear [Bank Manager's Name],

I hope this message finds you well. I am reaching out to request a business loan of [insert amount] to support the planned expansion of [Company Name]. The loan will be utilized for purchasing equipment, expanding office space, and scaling operations to meet growing client demands. Our company has maintained a positive relationship with your bank and has consistently met repayment obligations on prior facilities. I would be grateful if you could initiate the process and advise me on the necessary documentation to proceed.

Thank you for your support and consideration.

Best regards,

[Your Name]

[Your Position]

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