**Bank Loan Request Letter for New Pvt. Limited Company**

If you have started with a new private limited company and you are looking for loan then use these sample requests writing pleasant, impressive and formal bank loan request letters. These templates have been designed by professionals who are expert at writing short, crisp and informative requests that can help you get loan for your new company.

Well here is a format which helps you create customized loan request letters addressed to a bank which contains all necessary information:

**Sample of Bank Loan Request Letter for New Pvt. Limited Company**

From:

William Grey  
Affluent Printing Services  
124 Jackson Lane  
Jacksonville

June 19, 2014

To:

National Bank  
1234 Harbor Lane  
Jacksonville

Dear Sirs,

Re: Loan Request

I am writing this letter to request your consideration of loan to my company. I am the Managing Director of Affluent Printing Services, a printing private limited company that was established in June 2003.

I hereby request your bank a loan of fifty thousand dollars ($50,000) in order to upgrade some printing machines and equipments for a confirmed order which will cost me around ninety five thousand dollars ($95,000).

I am in immediate need for the loan. I request you to please consider my request and sanction my company the required loan as soon as possible so that I can get a quick delivery of the printing equipments and give a new start to my business. Please find the copy of my confirmed order and company accounts enclosed with the letter for your kind perusal.

In case, you require further information or clarification, please feel free to call me at 011-123456. I look forward for a positive response on my loan request.

Thanking you in anticipation.

Yours Sincerely,

William Grey