From,

James Scorsese,

Founder and chairperson,

Bright Batteries ltd.

To,

Loan manager,

ICDC bank.

Dear sir/madam,

I, James Scorsese, have taken this mode of communication to apply for a business loan for my organization. I would want to take this opportunity to make you aware of the fact that the organization which is applying for the loan has been performing at the peak of the market level. this organization, Bright Batteries ltd, has succeeded to fulfil all the expectation from its share holders in the past records, especially in the recent past. The copy of the financial details regarding the organization has been enclosed along with the letter.

The organization is contemplating to widen the domain of its operation and for the same purpose it is in the need of finding leverage. The loan from your bank can be an excellent leverage. I, James Scorsese, have studied all the terms and conditions and am ready to abide by them. Hoping for loan application to be approved from you,

Yours faithfully,

James Scorsese.