

**Letter Example “Write a letter a bank for a loan for your business concern.”
Complete Application for all classes.**

38, Vikas Vihar,

Ambala City.

27th November, 20...

To

The Manager,

Punjab National Bank,

Model Town,

Ambala City.

Subject: **Loan of Rs. 50,000/- for purchase of machinery**

Sir,

Our association with your bank stands on a firm footing as it has stood the test of time. In the last one decade there have been huge transactions of money between your bank and our firm.

We have regularly maintained a current and savings account. Now we need a loan of rupees fifty thousand from the bank, to purchase machines and expand our business. Ours is a reputed firm and we have already received orders for the electronic radio components which we intend to manufacture.

We shall furnish the required securities and documents on demand. Kindly take up our case with the Head Office for an early sanction of the loan in our favor and inform us accordingly.

Yours faithfully,

Jai Chand.