

The Manager
Bank of Perth
High Street
Perth W.A. 6000

23 July, 2013

Dear Sir,

Re: Request for Loan to Setup a Graphic Design Business

<introduction Write about; >

- More people have home computers with broadband connection (find % increase over years)
- Most businesses now have a website for online shopping (give examples)
- Advantages of shopping online (never closed, no pressure from sales assistants etc)
- People are comfortable about shopping online (explain e-commerce)
- Your business (what is a graphic design business!)

<body Write About;>

- Why you need the loan (what are you going to buy, system requirements)
- Why you need this hardware and software (who will use what?)
- How it will work together (Server and networking)

<conclusion Write About:>

- If you agree to lend us the money we expect to be able to (number of sales, revenue, increase each year)
- Personal endorsements (experience and background of employees – make it up!)
- Attached documents (breakdown of costing, glossary of computer terms) If you require any further information regarding our proposal please contact me on 0409 123 456 or email one@two.com.au

We look forward to hearing from you soon

Yours truly,

Your Name
Your Position
Business Name
Business Address