[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

I have heard that you have been facing liquidity issues for some time. Being in business for a long time, all of us know that a liquidity crisis can be harmful to the business. As a result of the liquidity crisis, it gets difficult for the business to carry out its daily operations.

As your company is our regular customer and a close associate for a very long time, I felt responsible to suggest you something that benefits your business. In my opinion, if you apply for a short term business loan, you can get out of this difficult time. Usually, these loans are available on affordable terms and markups.

If you agree to my suggestion, make sure to respond to this letter. Then we can meet and further discuss the whole situation.

Thanks a lot!

Yours Truly,

[Seder Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]