

<b>Greeting</b>	.....
<b>Overview</b>	.....
<b>Business Description</b>	.....
<b>Request</b>	.....
<b>Attachments</b>	.....
<b>Closing</b>	.....

Dear Manager,

I will repay monthly installments for the next 10 years.

My company aims to sell dairy products.

Yours faithfully,

Please find copies of my approval papers

Regards,

Dear Sir/Madam,

I would like to start my own business.

I am attaching my CV

It is located near my village.

I hope to get a loan of OMR 10,000.

It will benefit the local people in my area.

