

Greeting	
Overview	
Business Description	
Request	
Attachments	
Closing	



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.