

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Loan Officer's Name]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, ZIP Code]

Dear [Loan Officer's Name],  
Subject: Application for Auto Loan

I am writing to formally apply for an auto loan in the amount of [Desired Loan Amount] for the purchase of a [Make, Model, Year of the Vehicle]. I have attached the necessary documents, including my identification, proof of income, and credit history. My current employment is at [Your Employer's Name], and I have been employed there for [Duration of Employment].

I would appreciate it if you could process my application at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. Thank you for considering my application.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]