

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

[Date]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Auto Loan Request

Dear [Loan Officer's Name or "To Whom It May Concern"],
I am writing to formally request an auto loan in the amount of [Requested Loan Amount] to purchase a [Car Make, Model, Year]. I have researched various options and believe that this vehicle fits my needs and financial plans.

I would like to provide you with my financial details for the loan application:

- **Annual Income:** [Your Annual Income]
- **Employment Status:** [Your Employment Status]
- **Credit Score:** [Your Credit Score if known]
- **Down payment:** [Amount of Down Payment]

I have enclosed all necessary documentation, including [list any documents such as proof of income, credit report, identification, etc.].

I would appreciate your guidance on the next steps in the application process and any additional information or documentation you may require. Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]