

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

[Recipient Name]  
[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Car Loan

I am writing to formally apply for a car loan of [amount] to finance the purchase of a [make and model of the car] with a cost of [total cost of the car].

I am currently employed at [Your Employer's Name] as a [Your Job Title], with a monthly income of [your monthly income]. I have a [number] year history of maintaining a good credit score and have attached my credit report and income documentation for your review.

The details of the loan I am applying for are as follows:

- Loan Amount: [amount]
- Loan Term: [number of months/years]
- Purpose of Loan: [personal use, business use, etc.]

I believe that my financial standing qualifies me for this loan, and I would appreciate the opportunity to discuss this application further.

Thank you for considering my request.

Sincerely,

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