

[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: Car Loan Application

I am writing to formally apply for a car loan through [Bank/Financial Institution Name]. I am interested in financing a vehicle and would like to request a loan amount of [desired loan amount] for the purchase of a [make, model, year of the vehicle].

I have been a customer at your institution for [duration of relationship with the bank] and have maintained a good credit history. My monthly income is [your monthly income], and I believe I can comfortably manage the monthly payments associated with this loan.

Attached to this letter, you will find the following documentation to support my application:

1. Completed loan application form
2. Proof of income (pay stubs, tax returns)
3. Credit report
4. Identification (copy of ID or driver's license)
5. Purchase agreement for the vehicle

I would appreciate if you could review my application and let me know if you require any additional information. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]