

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

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

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

I am writing to formally request an auto loan to assist with the purchase of a [Year, Make, Model of Vehicle]. I have researched various financing options and am interested in your institution's offerings.

****Personal and Financial Information:****

- ****Name:**** [Your Name]
- ****Date of Birth:**** [MM/DD/YYYY]
- ****Social Security Number:**** [XXX-XX-XXXX]
- ****Employment Status:**** [Employed/Unemployed/Self-employed]
- ****Monthly Income:**** \$[Your Monthly Income]
- ****Credit Score:**** [Your Estimated Credit Score]

****Loan Details:****

- ****Loan Amount Requested:**** \$[Amount]
- ****Desired Loan Term:**** [e.g., 36 months, 60 months]
- ****Vehicle Price:**** \$[Price of Vehicle]
- ****Down Payment:**** \$[Down Payment Amount]

I believe that I am a suitable candidate for an auto loan as I have maintained a good credit history and have a stable income. I am enthusiastic about this vehicle as it will [explain briefly why you need the vehicle, e.g., commuting, family needs].

Attached to this letter, please find my financial documents, including my recent pay stubs, tax returns, and bank statements for your review.

I would appreciate your prompt consideration of my request. Please let me know if you require any additional information or documentation. I am looking forward to your response.

Thank you for considering my auto loan application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]