

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

[Loan Officer's Name]
[Bank or Credit Union Name]
[Institution 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 of [Loan Amount] to finance the purchase of a [Make, Model, Year of Vehicle].

I have been a member of [Bank/Credit Union Name] since [Year] and have maintained a [describe your banking history briefly, e.g., positive balance, satisfactory account management, etc.].

The details of my loan application are as follows:

- Loan Amount: [Amount]
- Loan Term: [Duration, e.g., 36 months]
- Vehicle Price: [Price]
- Down Payment: [Amount]
- Trade-In: [If applicable, describe vehicle and estimated value]

I have attached the necessary documents, including my income statements, credit report, and any additional information required.

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]