

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

[Recipient's Name]  
[Recipient's Title]  
[Bank or Financial Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

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

I am writing to formally request an auto loan to finance the purchase of a vehicle. I am interested in obtaining a loan of [amount requested] for a term of [loan term] at the preferred interest rate of [interest rate]. I have identified a vehicle that I am looking to purchase, which is a [make, model, year of the vehicle]. The total cost of the vehicle is [total cost].

I have maintained a good credit score of [your credit score] and have attached the necessary documentation, including my income statements, credit report, and details of the vehicle.

I would appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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