

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

[Loan Officer's Name]
[Bank/Financial Institution's 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 in the amount of [desired loan amount] to finance the purchase of a [car make, model, and year].

****Introduction****

- Briefly introduce yourself and your current financial situation.
- Mention any relevant details, such as your employment status and income.

****Loan Details****

- State the loan amount you are seeking.
- Specify the terms you are looking for (e.g., loan duration, interest rate preferences).

****Purpose of the Loan****

- Explain the reasons for purchasing the vehicle.
- Highlight the importance of the vehicle for your daily commute or other needs.

****Supporting Information****

- Include any additional documentation you are providing (e.g., proof of income, credit score, identification).
- Offer to supply further information if needed.

****Conclusion****

- Thank the lender for considering your application.
- Express hope for a positive response and willingness to discuss further.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]