

[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],
I am writing to formally request an auto loan in the amount of [Loan Amount] to finance the purchase of a [Year, Make, Model of Vehicle]. I have provided the necessary information and documentation to assist in the processing of my application.

****Personal Information:****

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Driver's License Number: [Your DL Number]
- Employment Status: [Your Employment Status]
- Monthly Income: [Your Monthly Income]

****Loan Details:****

- Desired Loan Amount: [Loan Amount]
- Loan Term: [Desired Loan Term, e.g., 5 years]
- Interest Rate Preference: [Preferred Rate, if any]

****Vehicle Information:****

- Year: [Year of Vehicle]
- Make: [Make of Vehicle]
- Model: [Model of Vehicle]
- VIN: [Vehicle Identification Number]
- Purchase Price: [Purchase Price]

Attached to this letter are copies of my [ID/Driver's License, Proof of Income, Credit Report, etc.]. I believe my credit history and current financial standing make me a suitable candidate for this loan.

Thank you for considering my request. I look forward to your prompt response regarding the status of my application.

Sincerely,

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