

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

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

Dear [Recipient's Name],

Subject: Car Loan Application

I am writing to formally apply for a car loan in the amount of [Loan Amount] to purchase a [Car Make, Model, Year].

I have a steady income of [Your Monthly/Annual Income] and have been employed at [Your Employer's Name] for [Duration of Employment]. Enclosed with this letter, you will find my completed application form, along with the necessary documents, including my identification, proof of income, and credit report.

I am hopeful for a favorable response and look forward to discussing my application further.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]