

[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],
Subject: Car Loan Application

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

I have attached the following documents to support my application:

1. Proof of income (salary slips, tax returns)
2. Employment verification
3. Credit report
4. Identification (driver's license, passport)
5. Purchase agreement for the vehicle

I believe that my credit history and current employment status make me a suitable candidate for this loan. I am confident that I will be able to meet the repayment terms outlined in the loan agreement.

Please let me know if you require any additional information to process my application. I appreciate your time and consideration and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]