

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

Dear [Loan Officer's Name or "Loan Approval Department"],

Subject: Application for Loan Approval

I am writing to formally request the approval of my loan application, which I submitted on [Application Date]. I am seeking a loan of [Loan Amount] for the purpose of [Briefly describe the purpose, e.g., purchasing a home, financing a business, etc.].

I have attached all required documentation to support my application, including [list any enclosed documents, such as income statements, tax returns, credit reports, etc.].

I believe my financial position and credit history demonstrate my ability to repay the loan as scheduled. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]