

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

[Recipient's Name]
[Recipient's Title]
[Lender's Name]

[Lender's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Loan Approval Request

I hope this letter finds you well. I am writing to formally request your approval for a loan of [amount] to support [purpose of the loan].

I have attached all relevant documentation, including my financial statements, credit report, and any necessary identification. I believe that my financial history and current situation align with the lending criteria set forth by [Lender's Name].

The anticipated [interest rate/terms] of the loan will aid in [specific plans for the loan]. I am committed to maintaining timely payments and am confident in my ability to fulfill this obligation.

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

Sincerely,
[Your Name]