

[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: Letter of Intent for Loan Approval

I am writing to formally express my intent to apply for a loan with [Bank/Financial Institution Name] for the purpose of [briefly state purpose, e.g., purchasing a home, starting a business, etc.]. After researching multiple financing options, I have determined that your institution aligns with my needs and offers competitive terms.

I am seeking a loan amount of [specify amount] with a repayment term of [specify term, e.g., 15 years, 30 years], and I am anticipating a [fixed/variable] interest rate. My intention is to utilize the funds for [provide details about the intended use of the loan].

I have attached the necessary documentation for your review, including my financial statements, credit report, and any additional information required. I am committed to providing any further details you might need to assist in the approval process.

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

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title (if applicable)]