

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a loan approval for [specify loan type, e.g., personal loan, mortgage, business loan] in the amount of [insert amount].

I am seeking this loan to [briefly explain the purpose of the loan, e.g., buy a home, expand my business, consolidate debt]. My financial situation is stable, and I am prepared to demonstrate my ability to repay the loan in a timely manner.

Enclosed are my financial documents, including [list any attached documents, e.g., proof of income, credit report, tax returns]. I am ready to provide further information if needed.

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

Sincerely,
[Your Name]