

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

[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]

Subject: Loan Eligibility Confirmation

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request confirmation of my loan eligibility with BDO. I am interested in applying for a [specify type of loan, e.g., personal loan, home loan, etc.] and would like to understand my eligibility status based on my current financial situation.

Please find my personal details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Employment Status: [Your Employment Status]
- Monthly Income: [Your Monthly Income]
- Any other relevant information or attachments (if necessary)

I would appreciate it if you could provide me with the necessary information regarding my loan eligibility and any specific requirements I need to fulfill to proceed with the application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]