

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

[Loan Officer's Name]
[BDO Bank Branch Name]
[Branch Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
Subject: Loan Request

I am writing to formally request a loan of [specify amount] from BDO Bank for [purpose of the loan]. I have been a long-time customer of your bank and have maintained a good account record.

[Provide a brief background about yourself and your financial needs. Include details about your employment status, income, and any relevant information that supports your request.]

I have attached all necessary documents for your review, including my identification, proof of income, and financial statements.

I appreciate your consideration of my loan application and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]