

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Manager's Name]  
[Bank's Name]  
[Bank's Address]  
[City, State, ZIP Code]

Dear [Bank Manager's Name],  
Subject: Request for Bank Loan

I am writing to formally request a loan of [amount] from [Bank's Name] for the purpose of [briefly state purpose, e.g., purchasing a home, funding education, starting a business].

I have been a customer of [Bank's Name] for [number of years] and have maintained a good standing account. My current financial situation is [briefly describe your financial situation and any relevant details that support your loan request, such as income, assets, and credit score]. I believe that this loan will enable me to [explain how the loan will help you] and I am confident in my ability to repay it over the proposed term of [mention loan term].

Attached to this letter, you will find the necessary documentation supporting my application, including [list attachments such as income statements, credit reports, business plans, etc.].

I would appreciate the opportunity to discuss this request further and explore potential loan options available at [Bank's Name]. Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]