

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally apply for an auto loan with [Bank/Financial Institution's Name]. I am interested in financing the purchase of a [Year, Make, Model of Vehicle] and would like to request [loan amount] over a term of [loan term] months.

I have enclosed my financial documents, including proof of income, credit history, and identification, as required for the loan application. My current employment is with [Your Employer's Name], where I have been working for [duration of employment].

I believe that my financial standing and credit score qualify me for this loan, and I am eager to discuss this application further. Please let me know if you require any additional information or documentation.

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

Sincerely,

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