

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

[Loan Officer's Name]  
[Bank/Lender's Name]  
[Bank/Lender's Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally express my intent to apply for a mortgage loan with [Bank/Lender's Name]. I am seeking financing to purchase a property located at [Property Address].

My primary goal is to secure a [loan amount] mortgage with a [loan term, e.g., 30-year fixed] interest rate. I believe my financial profile aligns with the criteria set forth by your institution, and I am prepared to provide any necessary documentation to support my application.

The property I intend to purchase is a [describe the property, e.g., single-family home, condo, etc.], with [mention any relevant details, e.g., number of bedrooms, size, etc.].

I appreciate your consideration of my request and look forward to the opportunity to discuss this further. Thank you for your attention to my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]