

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

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

Dear [Loan Officer's Name or "Loan Department"],

Subject: Loan Request

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a loan in the amount of [specific amount] for the purpose of [briefly state the purpose of the loan, e.g., purchasing a home, starting a business, etc.].

I have been a customer of [Bank Name] for [duration of your relationship with the bank], and I have maintained a solid financial history. [Briefly explain your financial situation, credit score, and any relevant employment information].

The details of the loan are as follows:

- Loan Amount: [specific amount]
- Loan Purpose: [specific purpose]
- Term: [desired loan term, e.g., 15 years, 30 years, etc.]
- Proposed Interest Rate: [if applicable, include any preferred rate]

I believe that this loan will provide [briefly explain how the loan will benefit you and possibly the community]. I have attached all necessary documents, including [list any financial statements, ID proof, employment verification, etc. that you are including with the letter].

I appreciate your consideration of my loan request and am looking forward to discussing this matter further. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting.

Thank you for your time and support.

Sincerely,

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