

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
Subject: Loan Application

Dear [Bank Manager's Name],  
I am writing to formally apply for a loan of [amount] to [state purpose, e.g., "purchase a new home," "expand my business," etc.]. I am currently a [your profession/occupation] and have been a customer at [Bank Name] for [number of years] years.

I have provided all necessary documentation to support my application, including proof of income, credit history, and any other required forms. I believe that my financial situation and creditworthiness qualify me for this loan, and I am committed to adhering to the repayment terms discussed.

I appreciate your consideration of my application and would be grateful for the opportunity to discuss this 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 attention.

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