

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

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

Subject: Loan Application for [Type of Loan]

Dear [Loan Officer's Name],

I am writing to formally apply for a [type of loan] loan in the amount of [loan amount] to be used for [purpose of the loan].

I have attached all necessary documentation including [list of documents such as proof of income, credit report, business plan, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]