

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

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

Subject: Loan Application for [Type of Loan]

I am writing to formally apply for a [specific type of loan, e.g., personal loan, business loan] with [Bank Name]. I am seeking a loan amount of [requested loan amount] to [briefly explain the purpose of the loan].

I am [briefly describe your background, employment, and financial status]. I believe that with my current income and financial history, I will be able to repay the loan within the stipulated timeframe.

Enclosed with this letter, you will find the necessary documents, including [list any attached documents, e.g., proof of income, financial statements, identification].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]