

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Bank/Lending Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a loan of [amount] to [purpose of the loan, e.g., purchase a home, expand my business, etc.]. I have been a customer of [Lending Institution] since [year], and I have always appreciated the quality of service and support provided.

I have attached all relevant documents, including my financial statements, credit report, and a detailed outline of how the funds will be used. I believe this loan will enable me to [briefly state the benefit of the loan].

I look forward to discussing my application further and hope for a favorable response. Thank you for considering my request.

Sincerely,
[Your Name]