

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

[Recipient's Name]
[Recipient's Title]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Disbursement of Loan

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the disbursement of my loan amount as approved under loan application number [Loan Application Number].

As per the loan agreement dated [Agreement Date], the loan amount of [Loan Amount] was approved for the purpose of [Purpose of Loan]. I have fulfilled all necessary requirements and submitted the required documentation.

Please initiate the disbursement process at your earliest convenience. Should you require any further information or documents, feel free to contact me at [Your Phone Number or Email].

Thank you for your attention to this matter.

Sincerely,

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