

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

[Loan Officer's Name]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Loan Request

I hope this letter finds you well. I am writing to formally request a loan of [amount] for [purpose of the loan] at your esteemed bank.

I have been a customer of [Bank/Financial Institution Name] for [duration] and have always maintained a good record. I believe this loan will significantly aid in [explain how the loan will be used and its benefits].

I have attached all necessary documents, including my financial statements and credit history, for your review.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]