

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request a car loan in the amount of [Loan Amount] to purchase a [Make and Model of Car] for [Purpose, e.g., personal use, commuting, etc.].

I have done extensive research and have found the vehicle available for [Price of Vehicle] at [Dealership/Private Seller's Name]. I believe this car will suit my needs and fit within my budget.

I have a steady income of [Your Income] and a good credit history, and I am confident in my ability to repay the loan. Attached, you will find the necessary documents, including my credit report, proof of income, and the vehicle purchase agreement.

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

Sincerely,
[Your Name]