

[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 Manager"],

Subject: Loan Application

I am writing to formally request a loan of [amount] for [purpose of the loan]. I have been a customer of [Bank Name] for [duration] and have maintained a good relationship with the bank.

I require the funds to [briefly explain the purpose of the loan, e.g., purchase a home, consolidate debt, start a business, etc.]. I have attached the necessary documents, including my financial statements, proof of income, and credit history, to support my application.

I believe my financial background and credit score meet your lending criteria, and I am prepared to discuss my application further. Please let me know if you need any additional information.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]