

[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],

I am writing to formally apply for a loan of [amount] to [purpose of the loan]. I believe that my financial situation makes me a suitable candidate for this loan.

I have attached all necessary documentation, including [list of documents]. I appreciate your consideration and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]