

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

[Recipient's Name]
[Recipient's Position]
[Bank or Mortgage Lender's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a mortgage loan with [Bank or Mortgage Lender's Name]. After thorough consideration of my financial situation and the properties available, I am eager to proceed with obtaining a mortgage for [amount] to purchase [property address or description].

I have included the required documentation, which includes [list of documents such as income statements, credit report, employment verification, etc.]. Please let me know if any additional information is needed to facilitate the processing of my application.

I appreciate your attention to my application and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]