

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Mortgage Lender's Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Mortgage Lender's Name],
I am writing to formally request approval for a mortgage loan for the purchase of a property located at [Property Address]. After reviewing various options, I believe that [Institution Name] can provide the best financial support for my needs.

I am seeking a mortgage amount of [Requested Amount] with a term of [Desired Term] and am prepared to provide any necessary documentation to support my application. I have a stable income from [Your Employer/Occupation] and a solid credit history that I believe qualifies me for this loan.

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response regarding my mortgage application.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]