

[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 hope this letter finds you well. I am writing to formally request an assessment of my eligibility for a loan with [Bank/Financial Institution Name].

I am interested in [specify type of loan: e.g., personal loan, mortgage, auto loan] and would like to provide the necessary information for your consideration. I have been a customer with your institution since [year] and have maintained a good credit history.

My current financial situation includes:

- Monthly income: [amount]
- Employment status: [employed/unemployed/self-employed]
- Current debts: [list debts, if any]
- Credit score: [if known]

Attached are the necessary documents for your review:

1. [List relevant documents, e.g., pay stubs, tax returns, credit report]
2. [Additional documents, if any]

I would appreciate it if you could evaluate my eligibility and advise me on the next steps in the loan application process. Thank you for considering my request.

Sincerely,
[Your Name]