

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the issuance of a direct loan check in relation to my [specific loan program or account number].

The details of my loan are as follows:

- Borrower Name: [Your Name]
- Loan Amount: [Loan Amount]
- Loan Purpose: [Purpose of Loan]
- Account Number: [Account Number]

I would appreciate it if you could process this request at your earliest convenience. If you require any additional documentation, please let me know, and I will be happy to provide it.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]