

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

Dear [Loan Officer's Name or "Loan Department"],

Subject: Request for a Credit Union Loan

I hope this letter finds you well. I am writing to formally request a loan from [Credit Union Name] in the amount of [Loan Amount] for the purpose of [briefly state the purpose, e.g., home improvement, purchasing a vehicle, etc.].

I am a member of [Credit Union Name] and have been with the institution since [year]. My membership number is [Membership Number], and I have maintained a positive relationship with the credit union.

I am currently employed at [Your Employer's Name] as a [Your Job Title], where I have been working for [duration of employment]. My monthly income is [Your Monthly Income], and I am confident in my ability to repay the loan within the agreed terms.

Attached to this letter, you will find the necessary documents to support my loan application, including my income statement, credit report, and any other required documentation.

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]