

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

[Credit Union's Name]
[Loan Officer's Name]
[Credit Union's Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],
Subject: Loan Application for [Specify Loan Type: e.g., Auto Loan,
Personal Loan, etc.]

I hope this letter finds you well. I am writing to formally apply for a
[loan type] with [Credit Union's Name]. I have been a member since [Year]
and have always appreciated the excellent service and support I've
received.

I am seeking a loan of [amount] for [brief explanation of purpose, e.g.,
purchasing a vehicle, home renovation, etc.]. After researching my
financial options, I believe that [Credit Union's Name] offers the most
competitive rates and terms that suit my needs.

Included with this letter are my completed loan application form and the
necessary documentation, including [list of documents, e.g., income
verification, credit history, identification, etc.]. I am confident that
my financial history and stability demonstrate my ability to repay the
loan responsibly.

Thank you for considering my application. I look forward to your positive
response and am happy to provide any additional information required.

Warm regards,

[Your Name]
[Your Membership Number]