

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

[Credit Union Name]
[Credit Union Address]
[City, State, Zip Code]

Dear [Loan Officer's Name or General Inquiry Department],

Subject: Inquiry Regarding Loan Options

I hope this message finds you well. I am writing to inquire about the loan options available at [Credit Union Name]. I am particularly interested in [specify the type of loan, e.g., personal loan, auto loan, mortgage, etc.] and would appreciate any information regarding the following:

1. Interest rates and terms
2. Eligibility requirements
3. Application process
4. Any additional fees or charges

I am looking forward to your prompt response, as I am eager to explore my options with your credit union. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]