

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Financial Credit Union Name]  
[Credit Union Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Letter of Intent for Loan Application

I am writing to formally express my intent to apply for a loan from [Financial Credit Union Name]. I am seeking a loan amount of [specific amount] for [purpose of the loan, e.g., home purchase, vehicle financing, personal expenses, etc.].

I believe that this loan will greatly assist me in [briefly explain how the loan will benefit you]. I have reviewed the eligibility criteria and terms offered by your institution and am confident that I meet the requirements.

Attached to this letter, you will find the necessary documentation including [list documents: proof of income, credit report, ID, etc.]. I would appreciate the opportunity to discuss my application in further detail and explore the options available.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]