

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

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

Dear [Loan Officer's Name],
Subject: Application for Mortgage Loan

I am writing to formally apply for a mortgage loan through [Credit Union Name]. I am interested in purchasing a home located at [Property Address] and am seeking a loan amount of [desired loan amount].

Please find attached the required documents for my application, including:

- Completed mortgage application form
- Proof of income (pay stubs, W-2 forms, etc.)
- Bank statements
- Credit report authorization
- Identification

I am looking forward to discussing the details of this loan application with you and appreciate any assistance you can provide to expedite the process.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]