

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Loan Request for GBP [Amount]

I hope this letter finds you well. I am writing to formally request a loan of [amount] GBP for [purpose of the loan, e.g., purchasing a home, financing a car, business expansion].

I have been a customer of [Bank's Name] for [duration] and have maintained a good banking relationship. I have attached all necessary documentation, including my financial records, income statements, and any other supporting documents, to facilitate the evaluation of my loan request.

I am confident in my ability to repay the loan within the agreed terms and believe that this loan will significantly benefit my [situation related to the loan].

I would appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]