

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

Dear [Loan Officer's Name],

I am writing to formally request approval for a loan in GBP amounting to [desired loan amount] for the purpose of [briefly explain reason for the loan, e.g., purchasing a property, financing a business, etc.].

I have attached all necessary documentation, including my financial statements, credit history, and any other relevant information required for your assessment.

I appreciate your attention to this matter and hope to hear back from you soon regarding the status of my loan application.

Thank you for considering my request.

Sincerely,
[Your Name]