

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

The Branch Manager
Jammu & Kashmir Bank
[Branch Address]
[City, State, ZIP Code]
Subject: Loan Application

Dear Sir/Madam,

I am writing to formally apply for a [type of loan, e.g., personal loan, home loan, vehicle loan] from Jammu & Kashmir Bank.

I am a [brief introduction about yourself, e.g., working professional, student, etc.], and I require the loan for [state purpose, e.g., purchasing a home, financing education, etc.]. The amount I wish to borrow is [amount in figures and words].

Please find attached the necessary documents to support my application:

1. [List documents, e.g., ID proof, income proof, property papers]
2. [Document 2]
3. [Document 3]

I request you to kindly process my application at your earliest convenience. If you require any additional information or documents, please feel free to contact me.

Thank you for considering my application.

Sincerely,

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