

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

[Recipient's Name]
[Recipient's Title]
[Company/Bank Name]
[Company/Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for a loan in the amount of [Loan Amount] for the purpose of [briefly explain the purpose, e.g., purchasing a home, consolidating debt, etc.].

I have been a customer of [Company/Bank Name] for [duration of time] and have maintained a consistent and positive banking relationship. I believe this loan will enable me to [explain how the loan will help you].

Attached are the necessary documents, including my financial statements and any other required information. I would appreciate your prompt attention to this request, and I am hopeful for a favorable response.

Thank you for considering my request. Please feel free to contact me at [Phone Number] or [Email Address] if you require any additional information.

Sincerely,
[Your Name]