

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

Dear [Loan Officer's Name],

I am writing to formally apply for an auto loan for the purchase of a [make and model of the vehicle] from [dealership name]. The total cost of the vehicle is [amount], and I am seeking a loan amount of [desired loan amount].

I would like to request a loan term of [loan term - e.g., 36 months, 60 months] with an estimated interest rate of [interest rate if known].

Enclosed are the necessary documents, including my credit report, proof of income, and identification. I believe I meet your eligibility criteria and have a stable financial background.

Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]