

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

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

Subject: Application for Bank Loan

Dear [Bank Manager's Name],

I am writing to formally apply for a loan of [amount] for [purpose of the loan].

1. **\*\*Introduction\*\***

Briefly introduce yourself and your background.

2. **\*\*Loan Details\*\***

Specify the type of loan you are requesting and the amount needed.

3. **\*\*Purpose of the Loan\*\***

Explain how the funds will be used and its significance.

4. **\*\*Repayment Plan\*\***

Outline your proposed repayment plan and timeline.

5. **\*\*Supporting Documents\*\***

List any supporting documents you are including (e.g., income statements, credit history, etc.).

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]