

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

Dear [Loan Officer's Name],

I am writing to formally request a loan of [amount] for [purpose of the loan]. I am seeking this loan to [briefly explain why you need the loan]. I have been a customer of [Bank/Financial Institution Name] for [duration], and I have maintained a [good/satisfactory] credit history. My current employment is at [Your Employer] as a [Your Job Title], where I have worked for [duration], earning a monthly income of [amount].

Please find attached the required documents for your review. I am hopeful that my application will be considered favorably.

Thank you for your time and consideration.

Sincerely,  
[Your Name]