

[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],
Subject: Mortgage Loan Application

I am writing to formally apply for a mortgage loan for the purchase of a property located at [Property Address].

I wish to apply for a loan amount of [Amount] with a term of [Number of Years] years. The property is a [Type of Property] and is currently listed at [Property Price].

Enclosed with this letter, please find the following documents to support my application:

1. Completed loan application form
2. Proof of income (recent pay stubs, tax returns)
3. Bank statements
4. Credit report
5. Property details and sales agreement

I have a stable employment history and a good credit score, and I believe I meet the qualifications for this mortgage loan.

Thank you for your time and consideration. I look forward to your prompt response regarding my application.

Sincerely,

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