

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

[Loan Officer's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally apply for a loan of [amount] for [purpose of the loan]. I am currently [brief introduction about your financial situation or affiliations].

I have attached all required documents for your review, including my [list of documents, e.g., income statements, credit report].

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

Sincerely,
[Your Name]