

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Loan Approval Request

I hope this letter finds you well. I am writing to formally request approval for a loan of [amount] to [brief reason for the loan, e.g., purchase a home, expand my business].

I have been a customer of [Bank/Institution Name] for [duration of time], and I have maintained a [type of account, e.g., checking/saving] for [duration]. I believe my [describe financial situation, e.g., credit history, income stability] qualifies me for this loan.

Attached to this letter are the necessary documents for your review, including [list any relevant documentation, e.g., income statements, tax returns, etc.].

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your time and attention.

Sincerely,
[Your Name]