

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

Dear [Loan Officer's Name],

Subject: Request for Loan Approval

I am writing to formally request the approval of a loan in the amount of [loan amount] for the purpose of [briefly state the purpose, e.g., purchasing a home, financing education, etc.].

I have attached all necessary documents, including [list the documents such as income statement, credit report, etc.]. I believe my financial history and current situation demonstrate my ability to repay the loan in a timely manner.

I appreciate your consideration of my loan application and am looking forward to your prompt response.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]