

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the approval of my loan application submitted on [date of application].

I have reviewed the terms and conditions, and I am confident that this loan will assist me in achieving my financial goals. My financial situation remains stable, and I am committed to fulfilling the repayment obligations as agreed.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]