

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

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

Dear [Loan Officer's Name],
Subject: Loan Application

I am writing to formally apply for a loan of [amount] for [purpose of the loan], with the intention of [brief explanation of how you plan to use the funds].

[Include details about your financial situation, employment, and any other relevant information that supports your application.]

I have attached all necessary documents for your review, including [list documents, e.g., proof of income, credit report, etc.].

I appreciate your consideration of my loan application and look forward to your positive response.

Thank you for your attention.

Sincerely,

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