

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

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

Dear [Loan Officer's Name],
Subject: Request for Car Loan

I am writing to formally request a loan to finance the purchase of a vehicle. I am interested in acquiring a [make, model, year of the car] and would like to request a loan amount of [specific amount needed]. I have carefully reviewed my financial situation and believe that I can comfortably manage the monthly payments. My current income is [your income], and my credit score is [your credit score].

Please let me know if you require any additional information or documentation to process my loan request. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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