

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Loan Application

I am writing to formally apply for a loan of [loan amount] for [purpose of the loan]. I am [briefly introduce yourself, your occupation, and relevant details].

I have attached the necessary documents, including [list of documents such as income proof, credit report, etc.].

I would appreciate the opportunity to discuss my application further.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]