

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

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

Dear [Loan Officer's Name],

Subject: Loan Application Request

I am writing to formally request a loan of [amount] for [purpose of the loan] from [Bank/Financial Institution's Name].

I have been a customer of your bank for [duration] and have maintained a good relationship. [Briefly explain your financial situation and why you need the loan.]

I have attached all necessary documentation, including [list of documents e.g., identification, income statements, credit report, etc.].

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

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]