

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

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

Dear [Loan Officer's Name],

Subject: Loan Application for [Loan Amount]

I am writing to formally request a loan of [Loan Amount] for [Purpose of Loan]. I am [briefly describe your financial situation/credit status, and why you are applying for the loan].

I have attached all required documents, including [list documents, e.g., proof of income, credit report, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]