

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

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

Dear [Recipient's Name],

Subject: Application for Loan

I am writing to formally apply for a loan of [amount] from [Bank/Financial Institution's Name]. The purpose of this loan is [explain the purpose of the loan, e.g., home purchase, personal expenses, business expansion, etc.].

I have attached all the necessary documentation, including [list documents, e.g., income statements, credit report, proof of employment, etc.], to support my application. My monthly income is [amount], and I have a good credit history with no outstanding debts.

I would appreciate the opportunity to discuss my application in more detail. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]