

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

[Bank/Financial Institution Name]  
[Loan Department Address]  
[City, State, ZIP Code]

Dear [Loan Officer's Name or "Loan Department"],

Subject: Application for Car Loan

I am writing to formally apply for a car loan in the amount of [Loan Amount] to finance the purchase of a [Car Make and Model]. I am seeking a loan term of [Loan Term in Months/Years] at a competitive interest rate. I have been a customer with [Bank/Financial Institution Name] for [Number of Years] and have maintained a good credit history. My current income is [Your Monthly/Annual Income], and I am willing to provide any necessary documentation to support my application.

Please find attached the following documents for your reference:

1. Completed loan application form
2. Proof of identity (e.g., driver's license, passport)
3. Proof of income (e.g., recent pay stubs, tax returns)
4. Credit report (if applicable)
5. Vehicle purchase agreement (if applicable)

I am eager to discuss this loan opportunity and hope to receive a positive response soon. Thank you for considering my application.

Sincerely,

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