

[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: Letter of Intent for Loan

I am writing to express my intent to apply for a loan from [Bank/Financial Institution's Name]. The purpose of this loan is [briefly explain the purpose, e.g., purchasing a home, expanding a business, etc.].

The details of the loan I am seeking are as follows:

- Loan Amount: \$[amount]
- Loan Term: [e.g., 15 years, 30 years]
- Purpose: [Describe the purpose in more detail]

I believe that my current financial situation, along with my [mention any relevant assets, income sources, or credit history], positions me favorably for the approval of this loan.

I have attached the necessary documentation for your review, including [list any documents you are including, such as a credit report, income verification, business plan, etc.].

Thank you for considering my request. I look forward to your positive response and to discussing the next steps in the loan application process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]