

[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: Application for [Type of Loan]

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

[Paragraph detailing your financial background, current employment, and reason for the loan]

[Paragraph explaining your repayment plan and any additional relevant information]

I have attached the necessary documentation, including [list any attachments: income statements, credit reports, etc.]. I appreciate your consideration of my application and look forward to your prompt response. Thank you for your time and assistance.

Sincerely,

[Your Name]