

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

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

Subject: Loan Eligibility Confirmation

Dear [Loan Officer's Name],

I hope this letter finds you well.

I am writing to request a loan eligibility letter for [specify the type of loan, e.g., home loan, personal loan, etc.]. After reviewing my financial situation, I believe I meet the necessary criteria for this loan.

Here are my details for your consideration:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Loan Amount Requested: [Amount]
- Purpose of Loan: [Brief explanation]

I would appreciate your assistance in verifying my eligibility and providing the necessary documentation. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]