

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
Subject: Loan Funding Request

I am writing to formally request a loan of [amount] for the purpose of [briefly explain purpose, e.g., purchasing a home, expanding my business, etc.]. I have been a customer of [Bank/Financial Institution's Name] for [duration], and I am confident in our continued relationship.

The details of my loan request are as follows:

- ****Loan Amount****: [amount]
- ****Loan Type****: [e.g., fixed-rate mortgage, business loan, etc.]
- ****Purpose of Loan****: [specific purpose]
- ****Repayment Period****: [desired term, e.g., 15 years]

I have attached the following documents for your review:

1. Personal financial statement
2. Tax returns for the past [number] years
3. [Any additional documents, e.g., business plan, pay stubs, etc.]

I believe this loan will greatly contribute to [explain potential impact, e.g., my family's financial stability, my business growth, etc.]. I look forward to discussing this request further and hope to hear from you soon regarding my application status.

Thank you for considering my request.

Sincerely,
[Your Name]