

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

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

Subject: Application for Bank Loan

I am writing to formally request a loan in the amount of [Loan Amount] for [briefly state purpose of the loan, e.g., home purchase, business expansion, etc.].

[In this paragraph, provide a brief introduction about yourself and your financial background. Mention your employment status, income, and any relevant financial history that supports your request.]

[In the next paragraph, explain the purpose of the loan in detail. Include how you intend to use the funds and any supporting information that demonstrates your ability to repay the loan.]

I have included the necessary documentation to support my application, including [list documents such as proof of income, credit history, business plan, etc.].

I appreciate your consideration of my application and look forward to discussing it further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]