

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

[Bank/Financial Institution Name]  
[Branch Address]  
[City, State, ZIP Code]

Subject: Application for Loan

Dear [Loan Officer's Name/Branch Manager's Name],  
I hope this letter finds you well. I am [Your Name], an NRI residing in [Your Current Country], and I am writing to formally apply for a loan of [Loan Amount] to [Purpose of Loan, e.g., purchase a home, fund a business, etc.].

I am a citizen of [Your Home Country], and I have been living in [Current Country] for [Duration]. I currently work as [Your Job Title/Occupation] with [Your Employer's Name], where I have been employed since [Year].

I am seeking to [provide a brief explanation of the purpose of the loan]. I have attached the necessary documents, including [List of Documents, e.g., income proof, employment letters, property documents, etc.], along with my bank statements and credit report for your review.

I would appreciate the opportunity to discuss my application in more detail and look forward to your positive response regarding my loan request.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]