

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

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Loan Application for [Purpose of Loan]

Dear [Loan Officer's Name],

I am writing to formally apply for a loan of [amount] for [purpose, e.g., purchasing a home, business investment, etc.] in Ooty.

I am currently employed at [Your Company/Organization] as [Your Position] with a steady income of [Your Income]. I have maintained a good credit score and have a solid repayment history.

The details of the loan request are as follows:

- Loan Amount: [amount]
- Purpose: [specific purpose]
- Loan Term: [desired duration]

I have attached the necessary documents, including my ID proof, income statements, property documents, and any other required paperwork.

I appreciate your consideration of my loan application and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]