

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

Subject: Personal Loan Application for Car Purchase

Dear [Loan Officer's Name or "Loan Department"],
I hope this letter finds you well. I am writing to formally request a personal loan in the amount of [Loan Amount] for the purpose of purchasing a vehicle.

I have found a [Make, Model, Year of Car] that I would like to purchase from [Dealer's Name or Seller's Name], and the total cost is [Total Cost of the Car]. I have attached the necessary documentation, including a copy of the vehicle's purchase agreement and my financial information. I currently hold an account with [Bank Name], and I have maintained a good financial record. My annual income is [Your Income], and I have [List any other financial assets or debts].

I would appreciate your consideration of my loan request and look forward to discussing this matter with you. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your time and assistance.

Sincerely,

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