

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Bank or Lending Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request financing for the purchase of a property located at [Property Address] that I intend to buy. I have conducted thorough research and am confident that this investment aligns with my financial goals.

The details of the property are as follows:

- Purchase Price: [Amount]
- Type of Property: [Residential/Commercial]
- Property Size: [Square Footage]
- Estimated Market Value: [Value]

I am seeking a loan amount of [Requested Loan Amount] to cover the property cost. I have attached my financial documents, including my credit report, income statements, and a list of assets, to assist in your assessment of my application.

I would appreciate the opportunity to discuss this financing request further and am available at your convenience. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Enclosures: Financial Documents]