

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

Loan Officer

RBC Bank

[Bank Address]  
[City, State, Zip Code]

Subject: Loan Request

Dear [Loan Officer's Name],

I am writing to formally request a loan from RBC Bank. Below are the details regarding my loan application:

**\*\*Loan Type:\*\*** [Specify type of loan, e.g., personal, mortgage, business]

**\*\*Loan Amount:\*\*** [Specify the amount you are requesting]

**\*\*Purpose of the Loan:\*\*** [Briefly explain the purpose, e.g., home purchase, business expansion]

I have attached all necessary documents, including [list any attached documents, e.g., income statements, credit reports, business plans], to support my application.

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please do not hesitate to contact me.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]