

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

[Loan Officer's Name]

TD Bank

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

Dear [Loan Officer's Name],

Subject: Loan Request

I hope this letter finds you well. I am writing to formally request a loan in the amount of [specify amount] for [state purpose of the loan, e.g., home purchase, business expansion, etc.].

I have been a customer of TD Bank for [number of years] and have always appreciated the level of service provided. I believe that a loan from TD Bank would not only support my current financial needs, but also help in strengthening our long-term relationship.

To provide a brief overview of my financial situation:

- Annual income: [your income]
- Current debts: [list current debts]
- Credit score: [your credit score]

I am more than willing to provide any additional information or documentation required to facilitate this request. I look forward to discussing this further and am hopeful for a favorable response.

Thank you for considering my loan application. I appreciate your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]