

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

[Date]
[Recipient Name]
[Title]

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

Dear [Recipient Name],

Subject: Loan Application/Inquiry

I hope this letter finds you well. I am writing to formally apply for a loan with TD Bank. [Briefly explain the purpose of the loan and any relevant details about your financial situation.]

I have attached all necessary documentation, including [list documents, e.g., income statements, credit reports, etc.], to support my application. I appreciate your prompt attention to this matter and look forward to discussing my application further.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]