

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

Loan Department

TD Bank

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

Dear Loan Officer,

Subject: Loan Approval Request

I am writing to formally request approval for a loan in the amount of [Loan Amount] for the purpose of [Briefly state purpose, e.g., home purchase, business expansion, etc.].

I have been a client of TD Bank for [Number of Years] years and have maintained a positive banking relationship. I believe that my credit history, stable income, and financial status demonstrate my ability to repay the loan.

Attached to this letter are the necessary documents, including my financial statements, employment verification, and credit report for your review.

I would appreciate your prompt attention to my request, and I am hopeful for a favorable response. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my loan application.

Sincerely,

[Your Name]