

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

Loan Department

TD Bank

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

Dear Loan Officer,

Subject: Loan Request

I hope this letter finds you well. I am writing to formally request a loan of [amount] for [purpose of the loan]. I have been a customer of TD Bank for [number of years] years and appreciate the services provided. I am seeking this loan to [briefly explain reason, e.g., buy a home, finance education, start a business]. I believe this loan is essential for my financial stability and future growth.

I have attached all necessary documentation, including [list documents, e.g., income statements, credit report, loan application]. I am hopeful that you will consider my request favorably.

Thank you for your time and attention to my application. I look forward to your positive response.

Sincerely,

[Your Name]