

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[TTCU Federal Credit Union]
[Branch Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to formally request a loan from TTCU Federal Credit Union. I am seeking a loan amount of [specific amount] to [briefly explain the purpose of the loan, e.g., purchase a vehicle, consolidate debt, home improvement, etc.].

I believe that my current financial situation, along with my employment at [Your Employer's Name] as a [Your Job Title], makes me a suitable candidate for this loan. My monthly income is [insert amount], and I have a consistent record of timely payments on my existing debts.

Enclosed are copies of my financial documents, including [list any included documents, e.g., pay stubs, tax returns, etc.], which I hope will provide a comprehensive view of my financial condition.

I would appreciate the opportunity to discuss this loan request further and explore how TTCU can assist me in reaching my financial goals. Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]