

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

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

Subject: Application for Vehicle Purchase Loan

Dear [Bank Manager's Name],

I am writing to formally apply for a vehicle purchase loan. I am interested in purchasing a [Make, Model, Year of Vehicle] and have found one at [Dealership/Private Seller Name]. The total cost of the vehicle is [Total Cost].

I would like to request a loan amount of [Loan Amount] to facilitate this purchase. I have been a customer of [Bank Name] for [Duration of Banking Relationship] and have maintained a good banking history.

Attached to this letter, you will find all the necessary documents, including my proof of income, credit report, and any other required documentation. I kindly ask for your consideration of my application. I look forward to your positive response. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]