

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Dealership Name]
[Dealership Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request pre-approval for a loan to finance the purchase of a Volkswagen vehicle.

I am interested in [specify model, e.g., the 2023 Volkswagen Jetta] and would like to explore financing options that are available to me.

Please find my financial information below to assist in the pre-approval process:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Employment Status: [Your Employment Status]
- Annual Income: [Your Annual Income]
- Credit Score (if known): [Your Credit Score]

If you require any additional documentation or information, please let me know. I look forward to your prompt response regarding the pre-approval status so I can proceed with my vehicle purchase.

Thank you for your assistance.

Sincerely,

[Your Name]