

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

[Recipient Name]  
[Company/Bank Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Automotive Loan

I am writing to formally request an automotive loan in the amount of [Loan Amount] to purchase a [Make, Model, Year of Vehicle] from [Dealer Name]. The total cost of the vehicle is [Total Cost], and I am prepared to make a down payment of [Down Payment Amount].

I have reviewed my financial situation and believe I can comfortably afford the monthly payments. My current employment status is [Your Employment Status], and my annual income is [Your Income]. Enclosed are my financial documents, including proof of income, credit history, and any other relevant information you may require.

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]