

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Bank/Financial Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the approval of a vehicle loan in the amount of [Loan Amount] for the purchase of a [Vehicle Make and Model].

**\*\*Applicant Information:\*\***

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]

**\*\*Loan Details:\*\***

Loan Amount Requested: [Loan Amount]  
Loan Term: [Loan Term (e.g., 36 months, 60 months)]  
Interest Rate: [Proposed Interest Rate]  
Down Payment: [Down Payment Amount]

I have attached the required documentation, including proof of income, credit history, and the vehicle purchase agreement.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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