

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

Dear [Loan Officer's Name],
Subject: Request for Vehicle Loan Terms

I hope this letter finds you well. I am writing to formally request specific loan terms for a vehicle loan I am interested in obtaining through [Bank/Financial Institution's Name].

I am planning to purchase a [make, model, year of the vehicle] and would like to request the following loan terms:

- Loan amount: [desired loan amount]
- Loan term: [desired loan term, e.g., 36 months, 60 months]
- Interest rate: [desired interest rate, if applicable]
- Monthly payment range: [your acceptable monthly payment range]

I have been a customer of [Bank/Financial Institution's Name] for [duration] and have always appreciated the support and services provided. I am confident that with your assistance, we can establish a mutually beneficial agreement for this vehicle loan.

Please let me know the necessary steps to proceed, as well as any documentation you may require from my side. I look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,
[Your Name]