

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

Dear [Loan Officer's Name],

I am writing to formally request a car loan in the amount of [specify amount] to finance the purchase of a [make and model of car] from [dealership or individual seller's name]. I have conducted thorough research on financing options and believe that your institution offers the best terms for my needs.

I am currently employed at [Your Employer's Name] as a [Your Job Title], with a monthly income of [Your Monthly Income]. I have attached all necessary documentation that outlines my financial status, including my credit history, income verification, and other pertinent details.

I am seeking a loan term of [desired loan term, e.g., 36 months, 60 months] at an interest rate that I am hopeful can be competitive. My intention is to make regular payments, and I am committed to honoring the agreement.

Thank you for considering my application. I look forward to discussing this request further and hope to hear from you soon.

Sincerely,
[Your Name]