

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

[Bank/Financial Institution Name]
[Loan Officer's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
Subject: Vehicle Loan Application

I am writing to formally apply for a vehicle loan of [amount] to purchase a [make, model, year of vehicle]. I have researched various financing options and believe that your institution offers the best terms and conditions for my needs.

I am currently employed at [Your Employer's Name] as a [Your Job Title] and have a steady annual income of [your income]. I have attached my income statements, credit report, and other necessary documents to support my application.

The details of the vehicle I intend to purchase are as follows:

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Purchase Price: [Price]

Based on my financial status, I am confident I can manage the monthly repayments. I kindly request a loan term of [desired term, e.g., 36 months] at a competitive interest rate.

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

Sincerely,
[Your Name]