

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

Volkswagen Financial Services

[Address of the dealership or financing office]  
[City, State, Zip Code]

Dear [Recipient's Name or "Loan Officer"],

Subject: Application for Auto Loan

I am writing to formally apply for an auto loan to finance the purchase of a Volkswagen vehicle. Below are the details of my application:

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

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Social Security Number: [Your SSN]  
Employment Status: [Your Employment Status]  
Employer: [Your Employer Name]  
Monthly Income: [Your Monthly Income]

**\*\*Vehicle Information:\*\***

Make and Model: [Volkswagen Model]  
Year: [Year of the Vehicle]  
Vin Number: [VIN]  
Purchase Price: [Purchase Price of the Vehicle]

**\*\*Loan Terms Requested:\*\***

Loan Amount: [Desired Loan Amount]  
Loan Term: [Desired Loan Term, e.g., 36 months]  
Preferred Monthly Payment: [Desired Monthly Payment]

I have attached the necessary documentation, including proof of income, credit history, and identification. I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List of Documents]