

[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],
I am writing to formally apply for a loan with [Bank/Financial Institution's Name]. I am seeking a loan amount of [Amount] for the purpose of [briefly state purpose, e.g., purchasing a home, starting a business, etc.].

I have been a customer of [Bank/Financial Institution's Name] for [duration of time] and have maintained a good banking relationship. My financial history reflects [briefly summarize your financial stability, income, and credit score if relevant].

Enclosed with this letter are the necessary documents for your review, including:

- Completed loan application
- Proof of income
- Credit report
- [Any other required documents]

I am committed to repaying this loan and believe that my financial standing makes me a suitable candidate for this loan. I would appreciate the opportunity to discuss my application further.

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

Sincerely,
[Your Name]