

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Bank/Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your approval for a loan of [amount] for [purpose of the loan, e.g., home purchase, business expansion, etc.].

As discussed in our previous conversations, I have provided all necessary documentation to support my application, including [list any documents submitted, such as income statements, credit reports, etc.]. My financial situation is stable, and I am confident in my ability to meet the repayment terms.

I appreciate your consideration of my loan application and look forward to your favorable response. Please do not hesitate to reach out if you require any further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]