

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

[Loan Officer's Name]  
[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

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

I am writing to formally apply for a loan of [amount] for [purpose of loan]. I have been a customer of [Bank Name] since [year] and have maintained a good relationship with your institution.

My financial situation is stable, and I am confident in my ability to repay this loan. My current income is [monthly/annual income], and I have [mention any assets, savings, or additional income sources].

I have attached the necessary documentation, including my income statements, credit report, and any other required documents for your review.

Thank you for considering my application. I look forward to discussing this further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]