

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

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

Dear [Loan Officer's Name],

I am writing to formally apply for a loan in the amount of [loan amount] for the purpose of [briefly state purpose, e.g., home purchase, business expansion].

I have attached the required documentation for your review, including [list key documents, e.g., income statements, credit report].

Please let me know if you need any further information. I appreciate your consideration and look forward to your response.

Sincerely,
[Your Name]