

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

[Loan Officer's Name]  
[Bank/Financial Institution's Name]  
[Institution'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] to [briefly state purpose, e.g., purchase a home, consolidate debt, finance education, etc.].

I have been a customer of [Bank/Financial Institution's Name] for [duration] and have maintained a good banking history. I currently hold [type of accounts] and have [mention any relevant financial standing, such as credit score or income].

Attached to this letter, you will find the required documentation, including [list documents, e.g., income statements, identification, loan purpose] to support my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]