

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

[Recipient's Name]  
[Title]  
[Bank/Financial Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a [type of loan, e.g., personal loan, mortgage, business loan] with [Bank/Financial Institution Name]. I am seeking a loan amount of [specific amount] to [briefly state the purpose of the loan, e.g., purchase a home, invest in a business, consolidate debt].

I have been a customer of [Bank/Financial Institution Name] for [duration] and appreciate the services you provide. To support my application, I have attached all the necessary documents, including [list any documents, e.g., income statements, tax returns, credit report]. I believe that my financial history demonstrates my ability to repay the loan, and I am eager to discuss this opportunity further. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

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

Sincerely,  
[Your Name]