

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request a loan in the amount of [Loan Amount] for [Purpose of the Loan]. I have been a customer of [Bank/Financial Institution Name] for [Duration] and have maintained a good relationship with your institution.

I am seeking this loan to [provide a brief explanation of how you intend to use the funds, e.g., consolidate debt, purchase a home, finance education, etc.]. My total annual income is [Your Income], and I have attached my financial documents, including my income statements, credit report, and any other relevant information for your review.

I am confident in my ability to repay this loan and am willing to provide any additional information needed to facilitate this process. I appreciate your consideration of my application and look forward to the opportunity to discuss this further.

Thank you for your attention to this matter.

Sincerely,

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