

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

[Recipient's Name]  
[Recipient's Title]

QNB Bank

[Bank Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Loan Request Application

I am writing to formally request a loan of [amount] from QNB Bank for the purpose of [explain purpose, e.g., home purchase, business expansion, etc.].

I have been a customer of QNB Bank for [duration] and have maintained my accounts in good standing. [Optional: Briefly include your financial background, such as income, employment status, and credit history].

The details of the loan are as follows:

- Loan Amount: [amount]
- Loan Purpose: [detailed explanation]
- Repayment Term: [proposed duration]

I have attached any required documentation, including [list of documents, e.g., proof of income, credit report, etc.]. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]