

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Application for Bank Loan

Dear [Bank Manager's Name],

I am writing to formally apply for a loan of [amount] from [Bank's Name].

I am seeking this loan for [purpose of the loan, e.g., purchasing a home, starting a business, etc.].

I have been a customer of your bank for [duration of your relationship with the bank] and have always maintained a good standing. [Provide any relevant financial information or background about yourself or your business].

Please find attached the necessary documents as per your requirement, including [list any documents such as income proof, credit history, business plan, etc.].

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time.

Sincerely,
[Your Name]