

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

The Branch Manager

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

Subject: Loan Approval Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the approval of a loan in the amount of [Loan Amount] for the purpose of [State Purpose, e.g., home renovation, business expansion, etc.].

I have been a customer of [Bank Name] since [Year] and have maintained a good standing with my accounts. My current financial situation is [Briefly explain your financial status, including income and any relevant debts].

Attached are the necessary documents required for the loan approval, including [List documents such as income proof, credit report, project proposal, etc.]. I am confident that my request meets your lending criteria and I am looking forward to your positive response.

Thank you for considering my application. Please feel free to contact me at [Phone Number] or [Email Address] should you require any further information.

Sincerely,  
[Your Name]