

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

[Bank Manager's Name]
[Bank Name]
[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Loan Request

I am writing to formally request a loan of [amount] for [purpose of the loan]. I have been a customer of [Bank Name] for [duration] and have maintained a good financial standing.

The purpose of the loan is [briefly explain reason: e.g., purchasing a home, financing education, starting a business, etc.]. I believe this loan will enable me to [explain potential benefits].

I have attached all the necessary documents, including my financial statements, proof of income, and any other required paperwork. I am confident that my financial history and current income will support my application.

I would appreciate the opportunity to discuss my request further and look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]