

[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: Application for Mortgage Loan

I am writing to formally apply for a mortgage loan with [Bank Name] for the purpose of purchasing a property located at [Property Address].

I am looking to finance the amount of [Loan Amount] and I believe that my financial situation and creditworthiness make me a suitable candidate for this loan.

[Here, include a brief paragraph about your financial background, employment status, and any other relevant information.]

I have attached all required documentation, including my income statement, credit report, and any other necessary paperwork, for your review.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]