

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

[Loan Officer's Name]  
[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Application for an Advance Loan

I hope this letter finds you well. I am writing to formally request an advance loan of [specify amount] to [briefly state the purpose of the loan, e.g., cover unforeseen expenses, fund a personal project, etc.]. I am currently employed at [Your Company Name] as a [Your Job Title] and have been with the company for [duration of employment]. My monthly income is [your monthly income], which has consistently allowed me to manage my financial obligations.

Enclosed with this letter are the required documents including my paycheck stubs, proof of employment, and any other relevant financial information.

I would greatly appreciate your consideration of my loan application and look forward to a positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]