**EMAIL TEMPLATE**

**LOAN APPLICATION LETTER**

**DATE**

**Name of Loan Officer**

**Name of Financial Institution or Bank**

**Address of Financial Institution or Bank**

**City, State, Zip Code**

**RE:** Loan application for **{$xxx,xxx}**

Dear, (Loan Officer’s Name)

I am writing this letter formally requesting for favorable consideration of my loan request. I have been working for this bank for the last **{x}** years, and each month payment is sent to my checking account. Furthermore, I have a savings account, which has where I save a substantial sum every month.

**{x}** years ago, you granted me a loan of $**{xx,xxx}**, which I used to start my business.

I’m glad to say I completed paying for the principal and interest on time. Since then, my company has flourished, and I’m taking this opportunity to request another loan of $**{xx,xxx}** to build new offices in a different location in the city.

I have already selected the property, and the loan will help me make the office fully equipped to carry out business operations. Enclosed, you’ll find the loan application and all the relevant documents.

Please feel free to reach me through my email address or phone number in case of any questions. I am also open to discussing these details about this loan application in-person, including outlining the repayment schedule and by which date it is convenient for you the payments to be completed.

Thanks for setting aside your time to consider my loan request. I am looking to hear from you with a favorable response.

Sincerely,

**Applicant’s Signature**

**Applicant’s Printed Name**

**Bank Account Number**

**Enclosures List**