**EMAIL TEMPLATE**

**LOAN APPLICATION LETTER**

**Applicant’s Name**

**Bank Account Number**

**Applicant’s Address**

**City, State, Zip Code**

**DATE**

**Name of Loan Officer**

**Name of Financial Institution**

**Address of Financial Institution**

**City, State, Zip Code**

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

Dear, (Loan Officer’s Name)

I have had a savings and checking account in **{Name of Bank}** for the past **{x}** years, and my salary has been regularly deposited in my account for the last five years. I have never had an overdraft, and there is always a good balance in my savings account.

Based on my stable financial situation, I am applying for a loan for the amount of **{$10,000}** to make repairs to my home. My roof must be replaced within the next three months before winter starts. I have enclosed the estimate from the contractor for the repair job as well as photographs of the damage to my home from the leaks in my roof. I would like you to regularly deduct the loan payments to repay the loan in **{xx}** months.

I have also enclosed the completed forms required by the bank for this type of loan. I can be reached at Phone Number **{1-99-999-999}** or Email Address **{email addtess}** if you have any questions. As my situation is urgent, your prompt approval of my request would be appreciated.

Thank you for taking the time to consider my request.

Sincerely,

**Applicant’s Signature**

**Applicant’s Printed Name**

**Bank Account Number**

**Enclosures List**