**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 or bank**

**Address of financial institution or bank**

**City, state, zip code**

**Re:** loan application for **{$xxx,xxx}**

Dear, (loan officer’s name)

It is stated that i am **{name}** working in your organization since **{time}**  as a **{designation}**. I want to inform you that i am in need of an urgent loan for **{my house renovation/building my house/medical emergency/etc.}**. I am the only person who earns in my family, and the whole burden is upon me. For this purpose, i need a loan of **${xx,xxx}**. I promise to return the complete amount before **{dd, mm, yy}.**

Please consider my request. I would be grateful to you for this favor.

Sincerely,

**Applicant’s signature**

**Applicant’s printed name**

**Bank account number**

**Enclosures list**