[Name of Applicant]

[Address of Applicant]

[Community, Zip Code]

[Date]

[Name of Loan Officer]

[Job Role or Position]

[Name of Lending Institution or Bank]

[Address of Lending Institution]

[Community, Zip Code]

Dear [Name of Loan Officer],

This letter is made in reference to my loan application to [name of lending institution]. I am currently the [name of position] at the [name of company]. This loan is made for the reason of [state reason for loan application].

I am presently earning $ [amount] per month with my current employment and trust that I can repay this loan in a matter of [number] months time. I have reviewed all the loan requirements and have attached the needed documents for the loan application. The attached character references are from my colleagues at work and from trusted clients.

Thank you for taking time to review my application. For any additional clarifications regarding my application, please feel free to contact me through the information placed below. I am looking forward to your favorable response to my application.

Sincerely,

[Signature of Applicant]

[Name of Applicant]

[Contact Information]