**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am writing to request a {type of loan} of {amount}. I need this loan to {what you’re going to use the loan for, make it good}. After reviewing all available options, I have decided that this is best because {reasons}.

Currently I have income from {source}. You may reach my employer at {contact information}. I checked my credit report with {bureau} on {date} and there were no problems.

Enclosed are bank statements from the past three months along with spreadsheets of my monthly finances. You will notice there is enough for me to make monthly payments at a rate of {rate} over a time period of {time period}, which is what I request. You can contact me at {phone number}. Thank you for your consideration.

Sincerely,

**[Write Complete Name Here]**

[Contact]