

# Bank Loan Request Form Sample Letter

Use this **bank loan request form sample letter** as a template to formally apply for a loan from your financial institution. It clearly outlines the purpose, amount requested, and repayment plans to help streamline the approval process. Tailoring this letter to your specific needs ensures a professional and effective loan request.

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## Sample Letter

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Loan Officer's Name]  
[Bank Name]  
[Bank Address]  
[City, State ZIP Code]

Subject: Request for Bank Loan

Dear [Loan Officer's Name],

I am writing to formally request a loan of [amount requested] from [bank name] to [state the purpose or intended use of the loan, e.g., expand my business, consolidate debts, purchase a vehicle, etc.]. After carefully reviewing my financial situation, I believe I can meet the repayment terms proposed.

Attached to this letter are the necessary documents, including proof of income, credit history, and any additional information required for your review. I propose to repay the loan in [number of installments/months/years], with monthly payments of [monthly payment amount].

Please let me know if additional information is required. I would appreciate your prompt consideration of my loan application and am available for a meeting at your earliest convenience.

Thank you for your attention.

Sincerely,  
[Your Name]