To,

\_\_\_\_\_\_\_\_\_\_ (Branch Manager’s name)  
\_\_\_\_\_\_\_\_\_\_ (Branch address)  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

From:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

I have a savings account in your bank with account no.\_\_\_\_\_\_\_\_\_ for the past \_\_\_\_\_\_\_\_\_\_\_\_ years. I want to apply for a \_\_\_\_\_\_\_\_\_\_\_\_(type of loan) loan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_(state purpose) .

If you can inform me the details and formalities required for seeking the loan, I shall make all the arrangements and meet you at the earliest.

Looking forward to meet you,

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_ (Your name)