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**Introduction**

Loan application is written when the applicant wants to seek monetary assistance in the form of loan mostly on mortgage of property. Since it is a request, the letter should be written in a polite tone.

**Sample Loan Application Letter Tips**

The following tips will help you to write a sample loan application letter:

* As loan application letter is formal in nature, the phrases and words should be chosen carefully.
* The language used should be simple and easy to understand
* The content of the letter should be short and straightforward.

Sample Loan Application Letter

To

The Branch Manager,

Axis Bank,

Station Road Branch,

Hyderabad

30th September, 2013

Subject: Loan application letter

Dear Sir/Madam,

I have a savings account in your bank for the last five years. I want to avail a home loan from your bank. I would like to know the details to seek home loan from your bank.

I am a salaried employee and I work for central government organization as a research scientist. You can verify my salary certificate and other details.

As the home loan interest rates have down, I would like to utilize this opportunity to buy a house. I have already booked a flat in Banjara Hills Hyderabad and I need about Rs 35 lakhs as loan amount. With my pay scale, I think I am eligible to seek loan for this amount.

If you can send your representative to my place, we can discuss and finalize the loan. I shall keep all the documents ready so that there will not be delay in processing the loan.

Looking forward to hear from you,

Yours Sincerely,

Pavan Kumar

# Sample Loan Application Letter Template

# 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)

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