Date

John Doe

Car Loan Officer

XYZ

Hyderabad,India,500081

Dear Mr. Doe,

I have recently come across the loan plan on your company’s official website and I would like to apply for a loan. The loan plan offered by XYZ is quite competitive and I find it suitable as compared to many other car loan agencies.

Out of many options, I find the basic loan plan as the most vital option. I am currently working in ((company)), my annual salary is Rs ((salary)).

Kindly refer to the salary slips of the past ((payslip)). These documents will help you in determining whether I am eligible for the loan. Kindly contact me for further information.

Thank you so much for your time.

Regards,

((name))

((address))

((phone))

((city))