

From:

name:
address:
phone:

To:

name:
address:
phone:

Dear Mr. Menter,

The reason for writing this letter to you is to notify you about my present financial situation and offer evidence of my capability to keep pace with my monetary obligations.

I am employed full time since last 4 years. Attached with the letter are suitable documents to satisfy my claim along with my gross income.

I have also provided details of my earnings and expenses to make obvious that I am wholly capable to meet the criteria for a new loan for a new car in the amount of 55,000\$.

Please let me know if you have any queries. I am grateful to you for taking the time to mull over this request and hope that you shall sanction my loan.

I declare that the information given above is correct and not false, to my knowledge.

Thanking You,

Regards,