

# Request for Holiday Loan Scheme

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Officer's Name]

[Bank/Financial Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request participation in your Holiday Loan Scheme. I am interested in obtaining a loan of [insert amount] to help cover expenses for the upcoming holiday season.

As a loyal customer of [Bank/Financial Institution's Name], I appreciate the support you provide to your clients during this time. My intention is to use this loan to [briefly explain how you plan to use the funds, e.g., travel, purchase gifts, etc.].

I have attached all necessary documentation, including my income statements and credit history, to facilitate the processing of my application. Please let me know if any additional information is needed.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]