**Letter Accompanying Loan Documents Sent to The Bank**

For a professional feel, one must always send a letter along with the loan documents to the bank. It is a great way of thanking the bank for helping you in the process of processing the loan. Learn to write a simple and short letter accompanying loan documents sent to the bank with a formal appeal.

Use the sample given below to write a customized letter in a short and crisp manner to the bank without any complications.

**Format for Letter Accompanying Loan Documents Sent to The Bank**

22 Richmond Street,  
Los Angeles,

June 24, 2014

The Branch Manager,

National Bank,

Wall Street,

New York

Dear Sir,

Pursuant to your request, please find the following documents enclosed with the letter:

1. Driving License for Photo and Address Identification.
2. Income Tax Return for the year 2012-13.
3. Bank Statement for the year 2012-13 and 2013-14.
4. Completely filled and signed loan application.

Thank you for your support and assistance in processing my car loan application. In case, you require any other documents or information, please feel free to call me at +123-123456.

Yours sincerely,

Adam Mathew.