**To**

**[The Recipient]**

**Re. A letter of Motivation for Home Loan**

Dear Kim, I am Hazle Paster from the city of San Diego, CA. This letter is regarding my application for a home loan and the recent response from you through an inquiry letter. On 21-09-20XX, I met you in person in the Bank of United States RA (BUSRA), branch 39-M. In our meeting, I shared all the details regarding the home loan. I have enclosed all the related documents that can be of crucial importance for the home loan.

Currently, I am working as a Head Media Consultant in the ORM Media Agency and Advertisements. I am working there on different designations since 2015. In these six years, I have always been one of the most punctual, responsible, and honest employees. For proof of my employment, I have enclosed the working profile copy of mine taken from the official website of the company. For more inspection, you can call at +1-[X] my immediate supervisor who is Head of the Department of Consultancy and Clientage. You can also write to the company at [EMAIL] to confirm my credibility and employment.

For the record of my current residence, I have added my information regarding the apartment that I had rented. I have enclosed the receipts of regular rent payments for the past six months. Moreover, I have added the contact details of my landlord who can be contacted for any information regarding my credibility.

I have also checked out my credit report, which also has been enclosed. The credit score, fortunately, comes out to be very well. Because of all this, I am requesting a loan of $100,000 for the house purchase I have been thinking to purchase for a long. I have added my salary details along with the possible allotments of the payment that I can do for the repayment of the loan every month.

I shall be thankful to you if you be kind enough and approve my loan. I want to get this loan approved by you as your bank is one of the most credible bodies in the market with options of huge ease and flexibility. I would furnish any further detail or document as and when required. I am available if I need to appear in the bank personally. You can respond to me by writing at [X] or call me at +1-[X]. Thank you.

Regards

Hazle Paster  
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USA