

Motivation Letter Template for a Mortgage

Name: Write here your name
Address: Write your postal address
Date: Enter date

Dear Loan Officer,

This letter is regarding my home loan request as mentioned by you in our appointment on (Write the date of appointment). I have enclosed all the required documents along with this letter.

I am requesting a home loan of (Enter amount here) from your bank as I am thinking of fulfilling a long cherished dream of owning a home. I have carefully taken a look at all the options that I have and decided that the home loan payment plans offered by your bank are the most competitive in the market, not to forget the easy and flexible repayment options that your esteemed bank has to offer.

I am currently employed with (enter full name of the company/legal entity) as an (Enter your position title) and have been working there for (number of years with the company) years. For my work related verification, you can call on the number (enter phone number of your employer), or you can write to them at (address of your employer).

I have recently checked my credit rating and the report is good, with a decent credit score. I have also enclosed my salary breakdown which shows that how much can I allot for repayment of the loan amount every month.

I will be really grateful to you if you consider my loan application. In case of any questions or clarifications, you can contact me on (enter your phone number and e-mail address). I would be available in case you want to have a meeting with me. Looking forward to hear from you soon.

Yours Sincerely

Name

Signature