

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Loan Request Application

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a loan from Axis Bank for [specify purpose, e.g., home renovation, personal use, etc.]. I am looking for an amount of [specify amount] and a term of [specify duration, e.g., 5 years].

I am currently employed at [Your Employer's Name] as a [Your Job Title], and my monthly income is [Your Monthly Income]. I have been a customer of Axis Bank for [number of years] years and have maintained a good banking relationship.

Enclosed with this letter are the required documents, including my income proof, identification, and any other necessary paperwork to process my loan request.

I kindly ask you to consider my application and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]