

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

[Bank's Name]  
[Branch Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Personal Loan Request

I hope this letter finds you well. I am writing to formally request a personal loan from BDO. I am a [your occupation] with a steady income and have been a valued customer of BDO for [duration].

I am seeking a loan amount of [specific amount] to [briefly explain the purpose of the loan]. My monthly income is [your income], and I am confident in my ability to repay the loan within the stipulated time frame.

I have attached the necessary documents, including my income statement, identification, and any additional information required for your review. Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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