

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

Subject: Application for Personal Loan

Dear [Loan Officer's Name/Bank Manager],

I am writing to formally apply for a personal loan of [amount] from [Bank Name]. I am seeking this loan for [briefly explain purpose, e.g., debt consolidation, home improvement, medical expenses, etc.].

I have been a customer of [Bank Name] for [duration] and have maintained a good banking relationship. My current income is [your monthly income], which allows me to comfortably manage the loan repayments.

Please find attached the required documentation, including my income statements, identification proof, and any other necessary paperwork for your review.

I appreciate your consideration of my application. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]