

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Institution Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Application for Unsecured Personal Loan

I hope this letter finds you well. I am writing to formally apply for an unsecured personal loan of [amount] to be used for [brief description of purpose, e.g., medical expenses, home renovation, etc.].

As a [your current occupation] with a steady income of [monthly/yearly income], I am confident in my ability to repay the loan within the agreed terms. My current financial obligations include [briefly outline any current debts or obligations, if necessary].

I have attached the necessary documents to support my application, including my [list any documents such as proof of income, identification, credit history, etc.].

I appreciate your consideration of my request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for your time and assistance.

Sincerely,

[Your Name]