

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

[Recipient's Name]
[Recipient's Title]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Emergency Loan

I hope this letter finds you well. I am writing to formally request an emergency loan of [amount] due to [brief explanation of the circumstances necessitating the loan].

I have been a customer of [Bank/Institution Name] since [year] and have maintained a [type of account, e.g., savings/checking] account with good standing. [Briefly mention any relevant financial information or history that supports your application, if applicable.]

The funds from the emergency loan will be utilized for [specific purpose, e.g., medical expenses, home repairs, etc.]. I anticipate being able to repay the loan by [proposed repayment timeframe].

Please find attached [any supporting documents: income statements, bills, etc.]. I would appreciate your prompt attention to my request and look forward to discussing the possibility of this loan.

Thank you for your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]