

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

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

Subject: Application for Personal Loan

Dear [Loan Officer's Name],

I am writing to formally apply for a personal loan with your esteemed bank. I am looking to borrow [Amount] for [brief purpose of the loan, e.g., home renovation, debt consolidation, etc.].

I have been a customer of [Bank Name] for [duration] and have maintained a [good saving/checking account history]. My current employment is with [Your Employer's Name], where I have been working as a [Your Job Title] for [Duration]. My monthly income is [Your Monthly Income], and I believe I can comfortably manage the monthly repayments.

Please find attached all relevant documents, including my income statements, identification proof, and any other required documentation. I am looking forward to your consideration of my application.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]