

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

Dear [Loan Officer's Name],
Subject: Personal Loan Request

I hope this letter finds you well. I am writing to formally request a personal loan of [amount] from [Bank/Financial Institution's Name]. I am seeking this loan to [briefly explain the purpose of the loan, e.g., consolidate debt, cover medical expenses, etc.].

I have been a customer of [Bank/Financial Institution's Name] for [duration] and have always maintained a good standing with my accounts. My current financial situation allows me to repay the loan through [mention your income source, e.g., salary, business income, etc.].

I would appreciate your consideration of my request and am willing to provide any necessary documentation or information required for the application process.

Thank you for your time and attention to this matter. I look forward to your positive response.

Sincerely,

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