

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

[Colleague's Name]  
[Colleague's Position]  
[Colleague's Company/Organization]  
[Colleague's Address]  
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I am writing to reach out regarding a personal financial situation I am currently facing. Due to [briefly explain the reason, e.g., unexpected expenses, a personal project], I find myself in need of a loan.

I would like to request a loan of [specific amount] to help me [explain what the loan will be used for, if comfortable sharing]. I am committed to repaying the loan by [specific date or timeframe], and I would be happy to discuss any terms or interest that you might consider reasonable.

I value our relationship and understand that this is a significant request. I appreciate your consideration and would be grateful for any support you might be able to provide.

Thank you for considering my request. I am looking forward to your response.

Best regards,  
[Your Name]