

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

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

Dear [Recipient's Name],

I am writing to formally request a loan of [specific amount] from [Bank/Financial Institution Name]. I am seeking this loan for [briefly explain the purpose of the loan, e.g., home purchase, business expansion, education expenses].

I have been a customer of [Bank/Financial Institution Name] for [number of years] and have maintained a good financial standing throughout this period. [Optional: Include any relevant financial details or history that might support your request].

I believe that this loan will significantly assist me in [explain how the loan will help you achieve your goals]. I am committed to fulfilling the repayment terms and have outlined a proposed repayment plan as follows: [briefly describe the repayment plan, including duration and frequency of payments].

I would greatly appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet or talk on the phone. Thank you for considering my request.

Sincerely,
[Your Name]