

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

[Loan Officer's Name]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request a signature loan in the amount of [Loan Amount] for the purpose of [Briefly Explain Purpose, e.g., home renovation, medical expenses, etc.].

I have been a client of [Bank/Institution Name] for [Duration] and have maintained a good credit history. My current employment is with [Employer's Name] as a [Your Position], and my annual income is [Your Income].

I would appreciate your consideration of my application, and I can provide any additional information or documentation needed for the processing of this loan.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]