

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

Dear [Recipient Name],

I am writing to formally request a loan of [amount] for the purpose of [briefly explain purpose, e.g., home improvement, business expansion, etc.].

I have been a customer at [Bank/Company Name] for [duration] and have maintained a [good history of payments/credit score]. I believe that this loan will greatly assist me in achieving [mention desired outcome].

I have attached [list any documentation you are including, e.g., financial statements, tax returns, details of the purpose, etc.].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]