

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

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

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

I am writing to formally request a personal loan of [amount] to [briefly explain the purpose, e.g., consolidate debt, finance a home renovation, etc.].

I have been a customer of [Bank/Financial Institution Name] for [duration] and have maintained a good credit history. [Briefly mention your income and ability to repay the loan, e.g., employment status, monthly income, and any other relevant financial information].

I have attached all the necessary documentation, including my identification, proof of income, and [any other relevant documents].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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