

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

The Branch Manager
Jammu and Kashmir Bank
[Branch Address]

[City, State, Zip Code]

Subject: Loan Provision Request

Dear Sir/Madam,

I am writing to formally request the provision of a loan from Jammu and Kashmir Bank. My name is [Your Name], and I am a customer of your esteemed bank, holding an account with the number [Your Account Number]. I am seeking a loan amount of [Loan Amount] for the purpose of [Briefly explain the purpose of the loan]. I have enclosed all necessary documents that support my application, including [list any attached documents such as income proof, identity proof, etc.].

I would appreciate your assistance in processing my request at your earliest convenience. Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]