

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Bank/Institution Name]  
[Bank Address]  
[City, Postal Code]  
Dear [Recipient's Name],  
Subject: Loan Request

I hope this letter finds you well. I am writing to formally request a loan of [amount] for the purpose of [briefly state purpose, e.g., home improvement, starting a business, etc.].

I have been a customer of [Bank/Institution Name] since [year] and have maintained a good banking relationship. My current financial circumstances, including [briefly mention your income and any relevant financial details], have motivated me to seek this loan to [mention how the loan will help you].

I have attached all necessary documentation, including my proof of income, identification, and any other relevant paperwork for your review. I would appreciate the opportunity to discuss this loan application in further detail. Thank you for considering my request.

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