

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Unsecured Loan

I am writing to formally apply for an unsecured loan of [amount] to be used for [briefly state purpose, e.g., home renovation, debt consolidation, etc.].

I have been a customer of [Bank/Financial Institution's Name] for [duration], and I have maintained a good financial record throughout this period. My current income is [your monthly/annual income], and my monthly expenses are [your monthly expenses].

Attached to this letter are the necessary documents, including my identification, proof of income, and credit history, as well as any additional information you may require to assess my application.

I appreciate your consideration of my loan request and look forward to your prompt response.

Thank you for your attention to my application.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]