

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

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

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

I am writing to formally request a personal loan of [Amount] for [Purpose]. I am currently employed at [Your Company/Organization] as a [Your Position], and my monthly income is [Your Income].

I have attached the necessary documentation, including proof of income, credit report, and any other required information to support my application. I believe that I meet all the necessary criteria for the approval of my personal loan.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Attachments: List of documents]