

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

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

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

I hope this letter finds you well. I am writing to formally request a hardship loan due to [briefly explain your situation leading to financial hardship].

[Provide details about your financial situation, including any significant events such as job loss, medical emergencies, etc., that have contributed to your hardship.]

I am seeking a loan in the amount of [specific amount] to help me [explain how the loan will help you, e.g., cover bills, medical expenses, etc.].

I have attached [any supporting documents such as proof of income, medical bills, etc.].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]