

[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: Personal Loan Request

I am writing to formally request a personal loan of [amount] for [purpose of the loan]. I believe that this loan will assist me in [briefly explain your needs].

I have been a customer at [Bank/Financial Institution's Name] for [duration], and I have maintained a good credit history. My current employment status is [your job title] at [your employer], with an annual income of [your income].

I have attached the necessary documents, including [list of documents, e.g., proof of income, credit report, identification, etc.], for your review.

I appreciate your consideration of my request and look forward to your positive response. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]