

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

[Loan Officer's Name]  
[Bank or Lender's Name]  
[Bank Address]  
[City, State, Zip Code]

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

I am writing to formally apply for an unsecured loan of [amount] for the purpose of [state purpose, e.g., consolidating debt, making a large purchase, etc.].

I have been a customer of [Bank or Lender's Name] since [year], and I believe that my financial history and standing make me a suitable candidate for this loan.

To provide an overview of my financial situation, I currently [briefly describe your income, employment, and any relevant financial details]. I have a credit score of [your credit score] and have maintained timely payments on my existing obligations.

I have attached the necessary documentation, including my income statements, identification, and any additional information required for your review.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]