

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

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

Dear [Loan Officer's Name or "Loan Department"],
I am writing to formally request a personal loan of [amount] for [purpose of the loan] to assist me in [briefly explain your situation or need].

I am currently [provide a brief overview of your financial situation, including your employment status, income, and any other relevant information that supports your application]. My monthly income is [amount], and my monthly expenses are [amount]. I believe that this loan will provide me with the necessary support to [explain how the loan will help you achieve your goal].

I have attached the necessary documentation to support my application, including [list of documents such as identification, proof of income, credit report, etc.].

Thank you for considering my application. I appreciate your time and assistance in this matter. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,
[Your Name]