

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

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

Subject: Application for Personal Loan

Dear [Loan Officer's Name or "Loan Department"],

I am writing to formally apply for a personal loan of [amount] for [purpose of the loan, e.g., home renovation, medical expenses, etc.]. I have been a customer of [Bank/Financial Institution's Name] for [number of years] and have maintained a good banking relationship.

I am currently employed at [Your Employer's Name] as a [Your Job Title], with a monthly income of [your monthly income]. I have attached copies of my recent pay stubs, tax returns, and any other required documents for your review.

I kindly request you to consider my application and I would appreciate the opportunity to discuss this further. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]