

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

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

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

I am writing to formally request a personal loan of [amount] to [brief reason for the loan]. I have been a customer of [Bank Name] for [duration of your relationship with the bank] and have maintained my account in good standing.

[Briefly explain your financial situation and why you need the loan. Include details like your income, employment status, and any other relevant information.]

I am confident in my ability to repay this loan and am willing to provide any required documentation to support my application. Please let me know if you require additional information or specific forms to be completed. Thank you for considering my request. I look forward to your positive response.

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