

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Personal Loan

I am writing to formally apply for a personal loan of [Amount] for the purpose of [briefly state the purpose, e.g., debt consolidation, home improvement, medical expenses, etc.].

I have been a customer of [Bank/Institution Name] for [duration] and have maintained a [describe your banking relationship, e.g., checking/savings account, credit card, etc.]. My account number is [account number].

I earn a monthly income of [your income] and my current obligations include [briefly list regular expenses, loans, etc.]. I believe this loan will help me manage my finances better and achieve [specific goal related to the loan purpose].

Attached are the required documents for your review, including [list any attachments, e.g., proof of income, credit report, identification, etc.].

I appreciate your consideration of my application and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]