

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Bank or Lending Institution Name]  
[Address]  
[City, State, Zip Code]

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

I hope this message finds you well. I am writing to formally request the approval of a personal loan in the amount of [Loan Amount] for [Purpose of the Loan].

I have been a customer of [Bank Name] for [Duration] and have maintained a [Type of Account] account. My current employment is with [Your Employer's Name] as a [Your Job Title], where I have been employed since [Start Date]. My monthly income is [Your Monthly Income], and I have a [Credit Score/Financial Status, if applicable].

Enclosed are the necessary documents to support my request, including:

1. Proof of identity
2. Proof of income
3. Credit report
4. [Any other relevant documents]

I would greatly appreciate your consideration of my application. I am confident in my ability to repay this loan in a timely manner and look forward to discussing this matter further.

Thank you for your time and consideration.

Sincerely,  
[Your Name]