

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

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

Subject: Request for Personal Loan Documentation

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request the documentation required for my personal loan application. Below are the details for your reference:

- Loan Amount: [Desired Amount]
- Purpose of Loan: [Brief Explanation]
- Loan Term: [Desired Term]

Please provide the following documentation:

1. Loan application form
2. Proof of income (e.g., pay stubs, tax returns)
3. Credit report authorization form
4. Identification (e.g., driver's license, passport)
5. Any additional documentation required by your institution

I would appreciate your prompt attention to this matter as I am eager to proceed with my loan application. Should you require any further information from my side, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]