

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

Dear [Loan Officer's Name],

I am writing to formally request support for my personal loan application. I am seeking a loan amount of [amount] to [briefly explain the purpose, e.g., consolidate debt, finance a home improvement, etc.]. I have been a customer with [Bank/Institution Name] since [year], and I have maintained a good relationship with the bank, including [mention any relevant accounts or services you have with them].

My current financial situation includes [briefly summarize your income, employment, and any other relevant financial details]. I believe that with this loan, I will be able to [explain how the loan will help improve your financial situation].

I am committed to making timely payments and have attached the required documentation for your review, including my income statements, credit report, and any additional information you may need.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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