

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Application for Personal Loan

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally apply for a personal loan of [amount] for [purpose of the loan, e.g., home renovation, debt consolidation, etc.].

I have been a customer of [Bank Name] for [duration], and my account details are as follows:

- Account Number: [Your Account Number]

I would like to request this loan for [brief explanation of why you need the loan].

I have attached the necessary documentation, which includes my income proof, credit history, and [any other required documents]. I assure you that I am committed to fulfilling the repayment terms.

Please let me know if you require any further information. Thank you for considering my application.

Sincerely,  
[Your Name]