

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

[Recipient's Name]
[Company/Lender's Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a personal loan in the amount of [desired loan amount] for the purpose of [briefly explain purpose, e.g., home improvements, medical expenses, debt consolidation, etc.].

I am currently employed at [Your Employer's Name] as a [Your Job Title] and have a monthly income of [your income]. My credit history is [brief explanation of credit history, e.g., good, stable, etc.], and I believe I can manage the repayment of this loan comfortably.

Attached to this letter are [list any supporting documents, e.g., proof of income, credit report, identification].

I appreciate your consideration and look forward to your positive response. Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]