

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

Dear [Loan Officer's Name],

Subject: Request for Personal Loan Increase

I hope this message finds you well. I am writing to formally request an increase in my current personal loan with [Bank or Lender's Name]. My loan account number is [Your Loan Account Number].

Due to [briefly explain reason for increase, e.g., unexpected expenses, home renovation, etc.], I find myself in need of additional funds. I have been a loyal customer since [Year] and have consistently made timely payments on my loan.

I would like to request an increase of [Specify Amount] to better manage my financial responsibilities. I believe that this adjustment will not only assist me in [specific purpose] but also strengthen my financial relationship with [Bank or Lender's Name].

I am happy to provide any additional information or documentation required to support my request. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]