

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Personal Loan Eligibility

Dear [Loan Officer's Name/Department Name],

I hope this letter finds you well. I am writing to inquire about my eligibility for a personal loan. My name is [Your Full Name], and I am currently a customer at your branch.

I am interested in applying for a personal loan of [Loan Amount] for [Purpose of the Loan, e.g., home improvement, education, etc.]. To proceed with my application, I would like to understand the eligibility criteria and any documentation required from my end.

For your reference, here are my details:

- Date of Birth: [Your DOB]
- Employment Status: [Your Employment Status]
- Monthly Income: [Your Income]

I appreciate your assistance and look forward to your prompt response regarding any further steps I may need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]