

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

Dear [Recipient's Name],

Subject: Inquiry About Personal Loan Options

I hope this letter finds you well. I am writing to inquire about the personal loan products offered by [Bank/Financial Institution's Name]. I am interested in understanding the available loan amounts, interest rates, repayment terms, and any associated fees.

I am considering a personal loan for [briefly state your purpose, e.g., home improvement, debt consolidation, etc.], and would appreciate any information you could provide regarding the application process as well. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]