

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

[Bank/Financial Institution Name]
[Loan Officer's Name (if known)]
[Bank/Financial Institution Address]
[City, State, Zip Code]

Subject: Request for Personal Loan

Dear [Loan Officer's Name/To Whom It May Concern],

I hope this letter finds you well. I am writing to formally request a personal loan in the amount of [Loan Amount] for a duration of [Loan Term] months/years.

The purpose of this loan is [briefly explain the purpose, e.g., debt consolidation, medical expenses, home improvement, etc.].

I have been a customer with [Bank/Financial Institution Name] for [number of years/months], and my account details are as follows:

- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking]

I have a stable income of [Your Monthly Income] and have attached the necessary documentation to support my application, including [list any documents you are including, such as pay stubs, bank statements, identification, etc.].

I would appreciate your consideration of my request. Thank you for your time and assistance. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]