

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Bank or Lending Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a personal loan of [amount] for [purpose of the loan, e.g., home renovation, medical expenses, etc.].

I have been a customer at [Bank or Lending Institution Name] since [year] and have maintained a good relationship with your institution. [Briefly mention your financial status, employment details, or any relevant information that could support your request].

The loan will greatly assist me in [explain how the loan will help you].

I am committed to repaying the loan within the agreed timeframe, and I am confident in my ability to meet the repayment terms.

Please find attached the necessary documentation to support my loan application, including [list any documents you are enclosing, such as proof of income, credit report, etc.].

I would appreciate the opportunity to discuss my application further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]