

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to inquire about the personal loan options available at [Bank/Financial Institution's Name]. I am interested in obtaining a loan to [briefly state purpose, e.g., consolidate debt, finance a home renovation, etc.], and would appreciate any information you can provide regarding your loan terms, interest rates, and application process.

Specifically, I would like to know:

1. The types of personal loans you offer and their respective interest rates.
2. The eligibility criteria for applying for a personal loan.
3. The required documentation for the application process.
4. The typical timeline for approval and disbursement of funds.

I am looking forward to your prompt response as I am eager to proceed with my plans. Thank you for your assistance.

Sincerely,
[Your Name]