

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

Dear [Recipient's Name],

I am writing to formally request a personal loan of [amount] to address urgent financial needs that have arisen due to [brief explanation of the situation, e.g., medical bills, home repairs, etc.].

I would greatly appreciate your consideration of my request as these expenses are critical and require immediate attention. I have been a loyal customer of [Bank/Financial Institution's Name] for [duration] and have always maintained a good standing in my account.

I have attached the necessary documentation to support my application, including [list any documents, e.g., proof of income, credit report, etc.].

I am hopeful for a prompt response and am willing to provide any further information required. Thank you for considering my request.

Sincerely,
[Your Name]