

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

Dear [Loan Officer's Name],

Subject: Request for Personal Loan for Home Renovation

I hope this letter finds you well. I am writing to formally request a personal loan of [amount] to finance renovation work on my home located at [property address].

The purpose of the renovations includes [briefly outline the renovations, e.g., kitchen remodeling, bathroom upgrades, etc.], which I believe will significantly enhance the value and comfort of my home. I have obtained estimates from reputable contractors, and the total cost of the renovations is expected to be [total cost].

I am prepared to provide any necessary documentation to support my request, including [mention any personal financial information, quotes from contractors, etc.].

I have been a customer of [Bank/Financial Institution Name] for [duration of your banking relationship] and have maintained a good credit history. I believe this position strengthens my application for the loan.

I would appreciate the opportunity to discuss this matter further and explore the available options. Thank you for considering my request.

Sincerely,

[Your Name]