

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

[Loan Officer's Name]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],
Subject: Personal Loan Application Approval Request

I hope this letter finds you well. I am writing to formally request the approval of my personal loan application submitted on [date of application].

I am seeking a loan amount of [loan amount], which I intend to use for [briefly explain the purpose, e.g., home improvements, medical expenses, debt consolidation]. I have attached all the necessary documentation to support my application, including proof of income, credit history, and identification.

I believe that my financial background and repayment capability make me a suitable candidate for this loan. I have been a customer of [Bank/Institution Name] for [number of years] and have maintained a positive banking relationship throughout.

I would appreciate your prompt attention to my request and look forward to your positive response. Should you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for considering my application.

Sincerely,

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