

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

Dear [Loan Officer's Name/Loan Department],

Subject: Application for Personal Loan

I am writing to formally request a personal loan of [amount] for [purpose, e.g., debt consolidation, home improvement, medical expenses, etc.]. I am a customer of [Bank Name] and have maintained an account with you for [duration of time].

My current financial status is as follows:

- Monthly income: [amount]
- Other sources of income (if any): [amount/type]
- Current outstanding debts: [list debts]

I have attached the required documents, including my income statements, credit report, and identification for your review.

I appreciate your consideration and look forward to your positive response. Please feel free to contact me at [phone number] or [email address] for any further information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting via mail)]

[Your Printed Name]