

[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],

I am writing to formally request a personal loan of [amount requested] to assist with [briefly explain the purpose, e.g., medical expenses, home repairs, etc.].

I have been a customer at [Bank/Financial Institution Name] for [duration] and have maintained a good standing with my accounts. I currently work at [Your Employer] and have a steady income, which enables me to meet the repayment obligations.

I would appreciate it if you could provide me with information regarding the interest rates, repayment terms, and any documentation required for this loan application.

Thank you for considering my request. I look forward to your response.

Sincerely,

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