

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

[Recipient's Name]
[Bank/Financial Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a personal loan of [amount] for [purpose of the loan]. I have been a customer of [Bank/Financial Institution Name] for [duration], and I believe that my financial history with your institution makes me a suitable candidate for this loan.

[Briefly explain your financial situation and why you need the loan. Include any relevant details such as income, employment status, and repayment plan.]

I am confident in my ability to repay this loan and I am requesting a repayment term of [length of time] at an interest rate of [desired rate, if applicable]. I have attached the necessary documents for your review, including my [provide any supporting documents such as income statements, credit report, etc.].

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]