

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

Loan Department

ZFC Bank

[Bank Address]
[City, State, ZIP Code]

Dear Loan Officer,

Subject: Personal Loan Request

I am writing to formally request a personal loan from ZFC Bank in the amount of [Loan Amount]. I am looking for this loan to [briefly explain purpose, e.g., consolidate debt, finance a home improvement, etc.].

I have been a customer of ZFC Bank for [number of years] and have maintained a [type of account] account. My current income is [your income], and I believe I can manage the repayment of the loan comfortably.

Please find attached the required documents for your review, including my identification, proof of income, and [any other necessary documents]. I am hopeful for a positive response and am ready to provide any further information you may require.

Thank you for considering my application. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]