

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Bank/Loan Institution Name]  
[Institution Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to formally request a loan of [amount] from [Bank/Loan Institution Name] to assist with [briefly state purpose of the loan, e.g., home purchase, business startup, etc.].  
I have been a customer of [Bank/Loan Institution Name] for [duration of relationship] and have maintained a positive banking relationship during this time. My current financial standing includes [briefly mention income, savings, or any pertinent financial information].  
The funds will be used for [provide detailed explanation of how the loan will be utilized], and I believe this investment will [mention potential benefits, e.g., increase my income, improve financial stability, etc.].  
I am prepared to provide any necessary documentation to facilitate the processing of this loan request, such as [mention any required documents like proof of income, credit history, etc.].  
I appreciate your consideration of my loan request and look forward to discussing this matter further. Thank you for your time and assistance.  
Sincerely,  
[Your Name]  
[Signature, if sending a hard copy]