

Loan Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Institution]

[Institution's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a personal loan of [amount] to assist with my personal expenses. The funds will be utilized for [brief explanation of the purpose of the loan, e.g., medical bills, educational expenses, home repairs].

I have been a loyal customer at [Lender's Institution] for [number] years, and I have always maintained a positive account status. Given my financial history and current employment at [Your Employer], I believe I am a suitable candidate for this loan.

I propose to repay the loan over a period of [proposed repayment period] with interest as per your institutional policy. I am willing to provide any documentation you may require to facilitate this process.

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

Sincerely,

[Your Name]