

Loan Eligibility Inquiry

Date: [Insert Date]

To,

The Loan Officer,
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about my eligibility for an unsecured loan through your institution. I am considering taking a loan for [mention purpose, e.g., home renovation, personal expenses], and I would appreciate it if you could provide me with information regarding the application process, eligibility criteria, and any necessary documentation required.

Below are my basic details for your reference:

- Name: [Your Name]
- Age: [Your Age]
- Employment Status: [Your Employment Status]
- Monthly Income: [Your Monthly Income]
- Current Address: [Your Address]

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]