

Personal Loan Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To,

The Loan Officer

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally apply for a personal loan of [amount] with a repayment term of [number of months/years]. The purpose of the loan is [state the purpose, e.g., home renovation, medical expenses, etc.].

My current monthly income is [insert income], and I have been a customer of [Bank Name] for [duration]. I believe I have a good credit history and can assure you of my ability to repay the loan on time.

Attached are the necessary documents, including my identification, proof of income, and any other required information for your review.

I would appreciate your consideration of my application. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]