

Personal Loan Application Request

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

[Lender's Name]
[Lender's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a personal loan of [amount] to be used for [purpose of the loan]. I have been a customer of [Lender's Company] since [year], and I believe I have maintained a good credit history with your institution.

I am currently [a brief description of your financial situation, employment status, and why you need the loan]. I have attached all necessary documentation for your review, including [list of documents, e.g., income statements, identification proof].

I look forward to your positive response to my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]