

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

Loan Officer's Name
Bank/Loan Institution Name
Bank Address
City, State, Zip Code

Dear [Loan Officer's Name],

I am writing to formally appeal the decision regarding my application for a personal loan of [amount] that I submitted on [date of application]. I understand that my application was not approved due to [reason provided by the lender].

As a dedicated employee of [Your Company] for [number of years], I have consistently met my obligations and have a stable income that supports my loan repayment capability. I would like to provide additional information and context regarding my financial situation that may not have been fully considered during the initial review.

[Insert any relevant information that supports your appeal, such as recent salary increases, repayment history, or unexpected changes in financial circumstances.]

I am eager to resolve any issues and am committed to demonstrating my creditworthiness. I kindly request a reconsideration of my loan application based on the additional information provided.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]