Subject: Application for Personal loan

Body:

Respected Sir/Madam,

With due respect, my name is [name] and I am a resident of [address].

I am writing this letter with the utmost respect to inform you that I am willing to apply for the personal loan in my name. I am looking forward to applying for a loan of [amount] with a tenor of [tenor]. I am ready to proceed with all required documentation and formalities.

It is to request you to kindly guide me throughout the procedure. I shall be highly obliged for your kind support.

Thank you.

[Your Signature]