

LOAN REQUEST LETTER

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: _____

To,

[Manager's Name]

[Bank/Financial Institution Name]

[Branch Address]

Subject: Request for Personal Loan

Dear Sir/Madam,

I am writing to formally request a personal loan of ₹_____ (Rupees _____ only) for [mention purpose, e.g., medical expenses, home renovation, business expansion, etc.].

I am currently employed with [Your Employer's Name] as a [Job Title], earning a monthly income of ₹_____. I have maintained a savings account with your bank for the last [X] years (Account No: _____).

Loan Details Requested:

- Amount: ₹_____
- Tenure: _____ months
- Repayment Mode: EMI through auto-debit

I have enclosed the required documents for your reference:

- 1. Identity Proof**
- 2. Address Proof**
- 3. Salary Slips (last 3 months)**
- 4. Bank Statements**
- 5. PAN Card**

I request you to kindly consider my application and process the loan at your earliest convenience. I am available for any further information or verification needed.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Printed Name]

Enclosures:

- ID Proof**
- Address Proof**
- Income Proof**
- Other supporting documents**