From,

……………….………

……………….………

Date (date on which letter is written)

To,

……………….………

……………….………

Subject:  Request for Loan.

Dear Sir,

I am a ……………….(type of relationship with the bank) account holder of your bank for the past ………. years and have always maintained high deposits with your bank. Now I am planning to take a loan for …………………………………………(the reason for the loan).

In view of the above, I would request that a loan of …………………………(amount required) may kindly be granted to me for a period of …………years. I have attached all forms and documents as required by the bank for the same. I would be grateful if the same can be processed at the earliest.

Thanking you in anticipation.

With Regards

Yours truly,

……………….

Name and Signature