

Preliminary Bank Loan Inquiry Letter

Subject: Inquiry Regarding Loan Application Process

Dear [Bank Officer's Name],

I am considering applying for a personal loan with your bank and would like to request preliminary information regarding eligibility, required documents, and available loan terms. This will help me prepare the necessary paperwork in advance.

Please let me know the key details at your earliest convenience. Once I have the information, I will proceed with a formal application.

Thank you for your guidance.

Sincerely,

[Your Name]

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