

Formal Personal Loan Request Letter

Subject: Request for Personal Loan

Dear [Lender's Name/Loan Officer],

I am writing to formally request a personal loan of \$[amount] to [specific purpose]. As a valued customer of your institution for [duration], I believe I meet the criteria for this financial assistance. My current employment with [Company Name] as [Position] provides me with a stable monthly income of \$[amount]. I have maintained a consistent employment record for [duration] and possess excellent credit standing with a score of [credit score].

The loan will be utilized for [detailed explanation of purpose], and I am confident in my ability to repay the borrowed amount within the proposed timeframe of [duration]. I have enclosed all necessary documentation including proof of income, credit report, and identification.

I would appreciate the opportunity to discuss the terms and conditions at your earliest convenience.

Thank you for considering my application.

Sincerely,

[Your Name]

[Contact Information]

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