

Loan Request Letter

From,
[Your Name]
[Address]
[State, Zip Code]

To,
The Branch Manager,
[Bank Name],
[Address]

Date:- Date/Month/Year

Subject:- Letter for the loan request to a bank manager.

Dear Sir/Madam,

I am a government employee in the Department of Directorate of Information and Public Relations, Jaipur. I also have a current account with your branch. I need to take out a loan for _____ amount. You can see from my account history that I maintain an average balance of _____ and my salary is _____. My account number is [#####].

As a result, I'm asking you to please see my problem and attempt to approve my loan request as soon as possible.

Thanking You,

Yours Faithfully
Signature
Contact No: