

2nd PUC Formal English Letter Writing

Your Name,
Your Address,
City, State,
Date

The Manager,
[Name of the Bank],
[Address of the Bank],
City, State,
Pincode

Subject: Request for a loan

Dear Sir/Madam,

I am writing this letter to request a loan of [amount] from your esteemed bank. I have been a customer of your bank for the past [number] years and have always found your services to be efficient and reliable.

The purpose of the loan is to [state the purpose], which is a necessary expense for me at this time. I have attached all the necessary documents, including my income proof and other supporting documents, for your kind consideration. I assure you that I will repay the loan amount with interest within the stipulated period.

I request you to kindly consider my request and approve the loan at the earliest. I am confident that with your bank's assistance, I will be able to achieve my financial goals and improve my financial stability.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Yours sincerely,

[Your Name]