To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Information to Apply for Personal Loan**

Dear Mr. / Mrs. [Name of the Recipient],

I am [mention Your Name in Full] and I have been a regular client of AXS Bank for the last 3 years, holding the account number, [mention Account Number]. I must admit that I am completely satisfied with your services. I have heard that AXS Bank is currently providing personal loans to its customers on special terms. I want to let you know that I am quite interested in getting this personal loan so that I can help stabilize my financial position.

The actual purpose of writing this letter is to request you to provide me with some information related to the personal loan. It will be great if I can get the detailed information related to the loan like what documents I would have to file or the terms and conditions of the loan, etc. This information will help me finalize my decision of applying for the loan.

Hopefully, you will consider my request and provide me with the relevant details of the aforementioned loan as soon as possible. Feel free to contact me any time using the given below details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]