**Request Letter to bank Template**

Recipient's full address

Your full address

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to request more information regarding financial support.

I have been struggling financially for (insert length of time to the best of your knowledge) and I have tried several options for financial help. I am in a difficult situation and I am assessing my options, therefore I would like more information on the options available to me through the bank.

I would very much appreciate your help in any way you can, and you can contact me directly on the contact details written above.

Yours sincerely,

(Print and Sign full name)