**LETTER TEMPLATE**

**LOAN APPLICATION LETTER**

To,

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:  Application for Loan (Medical Treatment)**

Sir,

With due respect, it is stated that I am \_\_\_\_\_\_\_\_\_ working in your organization since\_\_\_\_\_\_\_\_\_ as a\_\_\_\_\_\_\_. I would like to inform you that I need urgent loan for my medical treatment. I am not well, and my operation is prescribed. For this purpose, I need an amount of Rs. 80,000 (Eighty thousand only) as a loan.

I want you to kindly consider my request and grant me loan. Deductions should be from my salary. I shall be highly obliged for your kindness.

Thanking you I remain.

Yours Sincerely,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_