**LOAN APPLICATION LETTER**

Dated 3rd March, 20XX

The Director,  
Habeeb Foods  
Lahore.

**Dear Sir,**

Most respectfully, it is stated that I am working in this esteemed organization from July 20XX. It is humbly stated that I must purchase a new house but, I am facing immense financial crises now a days. In this situation I want some financial help. I request your good self to kindly grant me sum of Rs 200,000/- on urgent basis.

Furthermore, you can deduct this amount as Rs 10,000/- per month from my salary for the settlement of loan.

I shall be highly thankful to you for this act.

Yours Truly,

Name: ……….