To  
The Managing Director,  
Forma Pvt Ltd.

**Subject: Loan Application**

Respected Sir/Madam,

Humbly stated that I am in sheer need of your kind aid. You know I am a good reputed employee in your prestigious firm and my ACRs are always up to mark. Your highness appreciated my work style and confidence level many a times and I never put you in any trouble ever. I am an old employee and now I need a loan from office because education is expensive and quality education is even more costly. A mediocre like me is unable to pay the heavy fee from budget pocket of monthly salary so I humbly requested you to please grant me loan of PKR \_\_\_\_\_\_\_\_.

I will return you in monthly deduction from my monthly salary in installments. Kindly consider my pitiful plight and cooperate with me for loan grant.  Praying and waiting anxiously

Yours Truly,

Ahmed Bajwa  
Dated: \_\_\_\_\_\_\_\_\_\_\_