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 am in need of 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:\_\_\_\_\_\_\_\_\_\_\_