To,  
Designation\_\_\_\_\_\_  
Company\_\_\_\_\_\_\_\_

**Subject:  Application For Loan (House Renovation)**

Respected Sir,

It is stated that I am (Name) working in your organization since (Time)  as a (Designation). I want to inform you that I am in need of urgent loan for my house renovation/building my house. I am the only person who earns in my family and whole burden is upon me. For this purpose I need a loan of Rs. 80,000 (Eighty Thousand only).

I want you to kindly consider my request. I would be grateful to you for this favour.

Thanking you I remain.

Yours Sincerely,

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