The Managing Director,  
Falcon’s Association.

**Subject: Application for Personal Loan**

Respected Sir,

It is stated that I want to request for Loan from Official Finance owing to some intimate and peculiar need of mine. My mother is admitted in National Hospital and her heart surgery is going on. The operation is critical and I am in need of money. Please sanction me loan of US$ 5000 and consider my supplication. The loan will be returned by deductions from my official gross salary. I shall be beholden of this initiative of yours.

Sincerely,  
James Bede.  
Manager Human Resource.