**The Concerned Person,**

It is stated that I have been working as a \_\_\_\_\_\_\_\_\_ since \_\_\_\_ years in this prestigious organization. This is to inform you that unfortunately owing to some personal/family/health constraints of mine I am in urgent need of loan from my provident fund. As, I am not able to cut off loan amount out of my salary yet I will pay it on account of my provident fund later, within time span of two-three months. I want you to please consider my request and provide me with this grant as soon as possible. I shall be highly obliged for this.  
Sincerely,

XYZ.