Dated 3rd March, 2014

The Director,  
Haleeb Foods  
Lahore.

**Dear Sir,**

Most respectfully, It is stated that I am working in this esteemed organization  from July 2006. It is humbly stated that I have to purchase a new house but, I am facing immense financial crises now a days. In this situation I want some financial help. I request your good self to kindly grant me  sum of Rs 200,000/- on urgent basis. Furthermore you can deduct this amount as Rs 10,000/- per month from my salary for the settlement of loan.

I shall be highly thankful to you for this act.

Yours Truly,  
Name………..