To,  
Human Resource Manager,  
Unique Home Appliances,  
Doha, Qatar.

**Subject: Application for personal loan from the office**

Respected Madam,

Often in life one faces difficult circumstances and bitter realities. I am currently living such a situation where everything seems bleak and there seems to be no way out of my misery. My parents are in debt and they need to pay at least 20% of the amount of mortgage or their house will be taken over by the bank, they are ailing and weak, they will not be able to survive such a situation.

The only way I can help them avoid such a fate is by paying the money that is needed by the bank. I can do so if I am allowed to take out loan from the office, which is a privilege granted to employees. I would be grateful if the company allows me to borrow money against my pay.

Yours Truly,  
Mr. Aslam  
5 th November, 2015.