Mrs. Margret  
Finance Officer,  
Falcon’s Agency, London.

**Subject: Advance Loan Rejection Letter**

Dear Mrs. Margret,  
We are sorry to inform you that your application for advance loan of US $2000 can not be entertained by the company. We understand that you are sincere employee of our organization and you have a genuine problem but unfortunately company is facing severe crisis. As soon as we will be in stable position we will attune your request. We hope that you will cooperate.

Yours Sincerely,

Assistant Director,  
Falcon’s Agency.