The Branch Manager,  
Chartered Bank.

**Subject: Application for Loan**

Dear Sir,

With high esteem and regard it is stated that I am in urgent need to loan from bank as I am working here as  permanent employee since 3 years and currently working on the designation of Customer Relation Officer. I request you to kindly consent me Rs. 100,000 (One Lac Only) as loan. I will return the lump sum amount after two months. Till then, there should be no deduction from my salary or incentive. I hope that you will consider my plea for sure. I shall be extremely beholden.

Thanking you ahead of time.

Sincerely,

ABC  
CR Officer.