Standard Company Loan Request Letter

Subject: Request for Loan from the Company

Dear [Manager/HR Department],

I am writing to formally request a personal loan of [Amount] from the company. This loan will be used to [state purpose, e.g., cover medical expenses, home renovation, or education fees].

I assure you that I will repay the amount according to the company's loan repayment policy. I have attached the necessary documents for your review and would appreciate your consideration.

Thank you for your kind attention.

Sincerely,

[Your Name]

[Department]

[Contact Information]

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