

Urgent Company Loan Request Letter

Subject: Urgent Request for Company Loan

Dear [Manager/HR Department],

Due to an unexpected situation, I urgently require a loan of [Amount] from the company. The funds will be used to address [emergency purpose, e.g., medical treatment, urgent repairs].

I understand the repayment policy and assure timely repayment. I kindly request your prompt approval and consideration.

Sincerely,

[Your Name]

[Department]

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