

Heartfelt Company Loan Request Letter

Subject: Request for Personal Loan Support

Dear [Manager/HR Name],

I am writing to humbly request a loan of [Amount] from the company. This support will greatly help me [specific purpose, e.g., manage family expenses, fund education, handle unforeseen circumstances].

I have attached the required documents and respectfully request your kind consideration. Your support would be highly appreciated.

Warm regards,

[Your Name]

[Department]

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