

Business-Related Company Loan Request Letter

Subject: Request for Loan for Professional Development

Dear [Manager/HR Department],

I would like to request a loan of [Amount] from the company to support [business or professional purpose, e.g., training, certification, or project]. The loan will be utilized solely for this purpose, and I am committed to repayment according to company policy.

Please find attached supporting documents and a brief outline of the intended use of funds.

Sincerely,

[Your Name]

[Position/Department]

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