

Official Loan Confirmation Letter to Employer

Subject: Loan Confirmation for Employment Records

Dear [Employer's Name],

This letter is to confirm that [Employee's Name] has taken an unsecured loan from [Lender's Institution/Name] amounting to [Loan Amount]. The loan was sanctioned on [Date], with a repayment period of [X months/years]. The monthly installment amount is [Amount].

This confirmation is provided at the request of the employee and is intended for official employment records only. The repayment of the loan will be managed directly between [Employee's Name] and [Lender's Institution].

Sincerely,

[Authorized Signatory]

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