

Multi-Purpose Loan Usage Statement

Date: [Insert Date]

To: [Insert Loan Officer's Name]

[Insert Bank/Financial Institution Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to provide a statement regarding the usage of the multi-purpose loan amounting to [Insert Loan Amount]. As per our agreement, I wish to clarify that a portion of these funds has been allocated towards travel expenses.

Details of the travel expenses incurred are as follows:

- **Destination:** [Insert Destination]
- **Purpose of Travel:** [Insert Purpose]
- **Travel Dates:** [Insert Travel Dates]
- **Total Amount Spent:** [Insert Amount]

Attached are the receipts and documents that further substantiate the expenses claimed above. I trust this statement meets the requirements for your records.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]