

Request for Career Development Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a career development loan to assist in my participation in the [specific employee development program or course name], which I believe will greatly enhance my skills and contributions to [Company's Name].

This program focuses on [briefly describe the program], and I am confident that the knowledge I gain will be invaluable in my current role and contribute to the overall success of our team.

The total cost of the program is [insert cost], and I am requesting a loan of [insert amount] to cover this expense. I am committed to repaying this loan over a period of [insert repayment terms] upon completion of the program.

I appreciate your consideration of my request and am happy to discuss this further at your convenience. Thank you very much for your support in my professional growth.

Sincerely,

[Your Name]

[Your Job Title]