

Request for Career Development Loan

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a career development loan to enable my participation in a Leadership Development Course scheduled to commence on [start date]. As a [your position] at [company/organization], I am committed to enhancing my leadership skills and contributing more effectively to our team's success.

The course, which spans [duration] and is offered by [institution name], focuses on [briefly describe course objectives]. I believe that the skills acquired from this program will significantly benefit my role and support our company's strategic goals.

The total cost of the course is [amount], and I am requesting a loan of [amount] to cover the related expenses. I am confident that this investment in my professional development will yield positive returns for the organization.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]