

Career Development Loan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 support my pursuit of [specific professional certification] offered by [Institute/Organization]. This certification is crucial for my career advancement in [Your Industry/Field], and I believe it will enhance my skills and contribute to [specific job responsibilities or goals].

The total cost of the certification program is [amount]. I am seeking a loan of [amount] to cover the expenses associated with the program, which includes tuition fees, study materials, and examination costs.

Enclosed with this letter are the details of the certification program, a breakdown of costs, and my resume highlighting my professional background and accomplishments.

I appreciate your consideration of my request, and I am happy to discuss this matter further at your convenience. Thank you for your time and support in helping me advance my career.

Sincerely,

[Your Name]