

Career Development Loan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Provider's Name]

[Loan Provider's Address]

[City, State, Zip Code]

Dear [Loan Provider's Name],

I am writing to formally request a Career Development Loan to fund my vocational training in [specific training program] at [training institution] starting on [start date].

This program is essential for my career advancement in [your field/industry]. Acquiring these skills will enable me to [explain how the training will benefit your career].

The total cost of the program is [total cost], and I am seeking a loan amount of [requested loan amount]. I am committed to repaying this loan upon completion of my training.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]