

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Employer's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a personal loan from [Company's Name]. Due to [brief reason for loan request, e.g., unexpected medical expenses, home repairs], I am in need of financial assistance.

I would like to request a loan of [amount] which I plan to repay through [proposed repayment plan, e.g., payroll deductions over a specific period].

Please let me know if we can discuss this matter further. I appreciate your consideration and support during this time.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]