

Inquiry Regarding Personal Loan Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Contact Person or HR Department],

I hope this message finds you well. I am writing to inquire about the personal loan options that may be available to employees through our company. As I explore potential financial solutions for a personal matter, I would like to know if there are any programs or partnerships in place that could assist me in obtaining a personal loan.

Specifically, I am interested in understanding:

- What personal loan options are available to employees?
- The process for applying for these loans?
- Any associated interest rates or repayment terms?
- Any eligibility requirements that I should be aware of?

Thank you for your assistance in this matter. I look forward to your response.

Sincerely,

[Your Name]