

# Request for Emergency Personal Loan

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an emergency personal loan due to unforeseen circumstances that have arisen in my personal life. [Briefly explain the situation, e.g., medical emergency, unexpected expense, etc.].

Given my tenure at [Company Name] and my commitment to my role, I am hopeful that you will consider my request favorably. I am requesting a loan of [specific amount], which I will repay through payroll deductions over [specify time frame].

Thank you for considering my request. I am willing to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]