

Request for Personal Loan Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request assistance with a personal loan that I need to secure for [briefly state the purpose, e.g., 'medical expenses', 'home improvements', etc.]. Given my current financial situation, I am reaching out to seek your support in this matter.

I have been a dedicated employee at [Company Name] since [Your Start Date], and I truly value my position and responsibilities within the team. This loan will help alleviate my financial burden and enable me to focus on my work without distraction.

If possible, I would appreciate any guidance or assistance the company may provide regarding this request. I am open to discussing various options and I would be grateful for any support you can extend.

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

Sincerely,

[Your Name]

[Your Job Title]

[Department]

[Employee ID (if applicable)]