

Employee Loan Policy Inquiry

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the details of the employee loan policy, specifically regarding the application process.

Could you please provide me with the following information?

- Eligibility criteria for applying for a loan
- Required documentation for the application
- Timeline for processing the application
- Any associated fees or interest rates

I appreciate your assistance and guidance on this matter.

Thank you for your time.

Sincerely,

[Your Name]