

Inquiry on Employee Loan Policy Terms

To: [HR Department/Loan Administrator]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the terms of the employee loan policy as outlined in the employee handbook. I have a few questions that I believe would help me better understand the process and requirements.

1. Could you please provide more information on the interest rates applied to the loans?
2. What are the repayment terms and options available to employees?
3. Are there any eligibility criteria that I need to be aware of before applying for a loan?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]