

# Employee Loan Policy Inquiry

Date: [Insert Date]

To: [HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the current employee loan policy, specifically regarding the interest rates associated with the loans provided to employees.

As an employee of [Company Name], I am interested in understanding the following:

- The current interest rates applicable to employee loans
- Any criteria or conditions that might influence these rates
- The process for applying for a loan and any associated fees

Your assistance in clarifying these points will be greatly appreciated, as it will help me make informed decisions regarding my financial planning.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]