

Employee Loan Policy Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the loan limits outlined in the company's employee loan policy. As I am considering applying for a loan, I would like to understand the maximum amount that I would be eligible to borrow.

Additionally, if there are any specific conditions or requirements for different loan amounts, I would appreciate any details regarding that as well. Understanding these factors will greatly assist me in making informed decisions.

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

Sincerely,

[Your Name]