

Employee Loan Policy Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

Human Resources Department

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the employee loan policy at [Company Name]. As a dedicated employee, I am interested in understanding the specific requirements and documentation needed to apply for a loan under this policy.

Could you please provide details regarding:

- Length of service required
- Job performance criteria
- Maximum loan amount
- Interest rates and repayment terms
- Any additional information pertinent to eligibility

Understanding these criteria will greatly assist me in making informed decisions regarding financial planning. Thank you for your time and assistance. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]