## **Loan Application Letter Sample**

Don't forget to edit and include your details

**Akin Johnson**Sales Executive  
Marketing Department  
XYZ Company  
Lagos, Nigeria

December 26, 2024

**The HR Manager**XYZ Company  
Lagos, Nigeria

**Loan Request for ₦350,000**

Dear Sir/Madam,

I hope this message finds you well. I am reaching out to request a loan of *₦350,000* to address an urgent family medical emergency.

I propose repaying this loan over six months via deductions from my monthly salary. I’ve been with *XYZ Company* for over three years, and I’m proud of the contributions I’ve made during this time. I assure you that I’ll repay this loan responsibly.

Thank you for considering my request. Please let me know, *Sir/Madam*, if you need supporting documents or further clarification.

Sincerely,  
Akin Johnson  
Sales Executive