

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