

Loan Application Letter to Company HR for Employee Loan Scheme

Subject: Request for Employee Loan

Dear [HR Manager's Name],

I am writing to request an employee loan under the company's loan scheme. I would like to apply for [amount] to meet [specific purpose]. I understand that this will be deducted in monthly installments from my salary as per the policy.

Please find attached the completed loan application form along with supporting documents. I request your approval and assistance in initiating this process.

Thank you for your support.

Sincerely,

[Your Name]

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