

**Mr. Shyam Modi**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra-400325**  
**1234567890**

**01 March 2020**

**To,**  
**Mr. S.K. Venkatraman**  
**The Deputy General Manager – Accounts,**  
**ABC PQR Ltd.**  
**10056, GHI Industrial Notified Area,**  
**Pune, Maharashtra**

**Subject: Loan application.**

**Dear Mr. S.K. Venkatraman,**

Greetings of the day!

I am serving our reputed organization **ABC PQR Ltd.**, as **Chief Accountant** working since **May 2007**.

I am also a member of our company's employee welfare committee and hence I hereby apply for a personal loan of **Rs. 5,00,000/- (Rupees Two Lakhs Only)** for **5** years. I need this money **for buying a two-wheeler**.

I am ready to submit all my necessary documents and also abide by all the terms and conditions as stipulated by the company. Please sanction my application and sanction my loan application at the earliest and do the needful and oblige.

Thank you.

**Yours Faithfully,**

**Mr. Shyam Modi**  
**Chief Accountant**  
**ABC PQR Ltd.**