

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, Lane 3 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** 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 my sibling's marriage purpose**.

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.