**To Place:**  
The Manager, Date:  
Company Name,

Address.

Sub: Loan application for daughter’s marriage.

Dear Sir/Madam,

I, **[your name]** have been working in your company as a **[designation]** for … years, with employee ID **XXXX**.

I would like to inform you that my daughter’s marriage was fixed and the wedding ceremony will be held on **[date]**.

But due to my financial conditions, I need some financial assistance from the company.

Therefore I request you to kindly grant me a loan amount of ………………. **Rs** and the amount can be deducted each month from my salary in …. Installments.

I hope you approve my loan request.

Thanking you.

Sincerely,  
Your name.