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

**From**  
Employee name,   
Employee ID,  
Designation,  
Department.

Sub: Loan application.

Dear Sir/Madam,

I have been working in your company as a **[your designation]** for the last  …. Years.  As my son is going for higher studies we need some financial support.

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

We will be really thankful to you in this regard.

Sincerely,  
Your name,  
Signature.