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

Sub: Application for a personal loan.

Dear Sir/Madam,

With due respect, I am **[employee name]**, **[employee id]** working as an **[designation]** in **[department]** at **[company name]**, writing this letter to apply for a personal loan of an amount …………………. **Rs** due to **my marriage/ the marriage of my sister (or) brother/ for construction of my house/ for the education of my children**.

I will repay the loan in …. Installments, in each installment you can deduct …………….. Rs from my salary.

I hope you sanction me the loan amount, I shall be grateful to you in this regard.

Thanking you.

Sincerely,  
Your name.  
Signature.