The Manager,

Macallan Logistics Team, Ghana

Post Office Box…….

Tema, Accra.

16th December 2021.

Dear Sir,

APPLICATION FOR RENT LOAN

Sir my name is Williams Abagna and I work in the Macallan Logistics Team, Ghana as a driver. Sir I am writing this letter to make a kind request. Sir, I am an employee of this firm for almost a year now.

I write to humbly request a rent loan of GH¢3000.00 to pay my rent which will be due in January 2022. If granted, this would help me a lot and will make my life quite easy. I tend to pay this loan by a monthly deduction of GH¢200.00 from my salary.

I hope you will pay heed to my kind request.