

19 February 2020



Susan Red
Head of Operations

Dear Susan,

Application for Personal loan

Further to your application for a Personal loan, I am pleased to inform you that management has approved a loan of 70000.00 for you which is repayable over a period of 8 month(s)

Your cheque is being processed and you will be advised as soon as it is ready.

You might be required to produce to Management within three (3) months copies of the documents relating to the use of the loan.

Please sign a duplicate copy of this letter and return to the undersigned as a sign of acceptance of the above conditions

SIGNED:

Human Resource Department

ABC Group

