

14 November 2020



*Chika Anyanwu*  
*Operations Officer*

Dear Chika,

### **Application for Education loan**

Further to your application for a Education loan, I am pleased to inform you that management has approved a loan of 2000.00 for you which is repayable over a period of 4 month(s)

Your cheque is being processed and you will be adviced 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**

