

Date: 01<sup>st</sup> October 2023.

To:

General Manager,

Qatar Foods Industries,

Subject: Request of Personal Loan.

Dear Sir,

I, Prabhu Prasad Gupta, working as Helper in Qatar Foods Industries, requesting for a loan of QAR 3,000/- for my wife's treatment.

Kindly consider and approve my request. I will be very grateful.

Thanking you,  
Yours Faithfully,

925 23211

Prabhu Prasad Gupta  
(Emp Code: 6231)

Dear Mr. Adnan,

Employee has requested for a personal loan from company for medical treatment of his wife.

His EOSB details are attached for your reference.

Note: His EOSB as on 1<sup>st</sup> October is QAR 2963.78/- however he has requested for QAR 3000/- as loan.

OK

2m/2023  
11/10/23