To,

House loan manager

XYZ company

Subject: Application for Loan (House Renovation)

Respected Sir,

It is stated that I am ((name)) working in your organization since ((date)) as

a ((designation)). I want to inform you that I am in need of urgent loan for my house renovation/building my house. I am the only person who earns in me

family and whole burden is upon me. For this purpose, I need a loan of ((loanamount)).

I want you to kindly consider my request. I would be grateful to you for this favor.

Thanking you I remain.

Yours Sincerely,

((name))

((designation))

((date))