**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

It is stated that I am writing this letter to request for the loan from the finance office of your company because of some of very peculiar and essential needs of mine. My mother is seriously ill, and I must get her treated at the hospital for which I need money. Please accept my loan application and sanction me $2000. I assure you that I will return you the loan from the deductions of my gross salary.

I will be highly obliged for this favor of yours.

I am looking forward to your reply.

Sincerely,

[Your Name]

[Title]