Date

Name

Address

Dear Mr. John,

I am writing this letter to make a loan request for the renovation of my old house.

The house, my family is currently residing in, is the house of my grandfather which I inherited. Its renovation was long due, but I was saving money to get the work done. However, in the meantime, my father got sick, and my savings got spent on his treatment. The renovation cannot be delayed any further, as the house is now in poor condition to the extent that the contractor has told us that if immediate renovation would not be conducted, the house might even fall. I am attaching the contractors’ written report with this letter as well.

Therefore, I need a loan on an urgent basis. I request you to grant me a loan of $[X], payable over a period of 7 years. I contacted the finance department to get the details of the possibilities of the loan repayment schedules and got to know that our company provides the option of a loan to be repaid over seven years at an interest rate of 5%.  I will be very grateful if you provide me this loan by the 1st of April 20XX.

Thank you in advance. Let me know at [X] if you need any further details.

Regards,

Joe Sheldon.