Date

Name

Address

Dear Ms. Emily,

I am writing this response letter to show my gratitude to you for accepting my loan request I made on 5th march 20XX.

I am in dire need of funds, as I must get my mother’s surgery done as soon as possible. You have solved one of my biggest problems by deciding to grant me a loan. I cannot express my gratitude in words. Me, and my whole family, are so thankful to you for relieving our major worry.

I wanted to send a formal and written gratitude letter to show my appreciation for your help in this difficult time. I am so proud of being an employee of ABC limited, which understands its employees’ needs.

I just want to make another request. Kindly, disburse the loan amount soon, as I have booked the surgery for 5th April 20XX. As per the contractual terms, I will ensure timely repayments at the decided schedule.

Thank you for your understanding.

Regards,  
Jimmy Gill.