**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Applying a Loan of $[X] for Medical Treatment**

Dear Sir,

My name is [NAME] and I have been working in your organization as a [POSITION] since 20XX. During these years, my working record has been fine. I have been a punctual, determined, and industrious worker since the day I joined. In the recent performance evaluations and employment scrutiny, my working status has been shown in white band i.e., clear. In this letter, I am requesting a loan of $[X] for the treatment of my mother. My current financial status is in no position to afford the expense of her treatment.

Sir, my mother who has been a homemaker, has been diagnosed with coronary artery disease (CAD) after she was hit by a cardiac arrest. One part of her heart muscles is not getting enough blood supply which means to say that plaque has caused obstruction in the functioning of her heart. Doctors have investigated and found a myocardial infarction. Doctors have suggested a surgery in which they will remove the obstruction and plaque in the artery.

Her treatment will cost an amount of $[X]. To get her treatment done in the given span by the doctors, I cannot arrange money. Therefore, I request you to release a loan of $[X] for the treatment of my mother as soon as possible. I have attached her medical certificates by the cardiologist Mr. [NAME] whom we are consulting for her treatment.

In case of any query, I am available to respond. Please respond to me at your earliest convenience. I am thanking you in anticipation.

Thanks.

[Your Name]  
[Designation]  
[Department]