**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Loan Application for my Kidney Transplant**

Dear sir,

This letter has been written to request a loan of $[X] for my kidney transplant. I am not able to pay for the transplant whereas doctors have prescribed immediate surgery for the kidney transplant. As the kidney transplant is one of the major surgeries, it will require more than $[X] whereas the medication and other hospital bills will cost $[X].

To get my treatment done in time, I need a prompt loan of $[X] to be issued in my name. I would pay back the loan through an installment plan. I have referred to the Department of Human Resources to provide me with the categories of installments plans.

I work in the cadre [X] which determines that my salary enables me to pay back the loan. For the clarity of my financial record, I have attached my credit report from the Bank [NAME]. Moreover, my career in the company does not show any stain in my employment history.

In the urgent need of the hour, I would like to get the loan as soon as possible. I have also attached my medical certificates and prescriptions by the doctor as evidence. I have attached the contact details of Mr. [NAME], the nephrologist at [HOSPITAL NAME], who can be contacted for any kind of medical query or confirmation. I have put him as a reference here.

I shall be exceedingly thankful to you for this favor. Please respond to me at your earliest. As I am on leave from the office, I will not be able to meet you in person, please write to me at [EMAIL] in case of any query. Thanking you in anticipation.

[Your Name]  
[Designation]  
[Department]