To

[The person in charge]  
[Designation]  
[Department Name]  
[Company Name]

**Subject: Loan authorization letter or [ABC]**

Dear Mr. ABC,

I am writing this letter to authorize my wife, Mrs. XYZ to claim the loan on my salary from my office. I applied for a salary loan 6 months ago. Due to some personal reasons, I have to go out of the country. I could never get the approved loan payment from the office due to my absence. Therefore, I allow my wife to collect the loan payment from the office.

My wife will bring her ID card, our marriage certificate, and my office employment card as proof.

Furthermore, I would like to authorize my wife to sign all those documents that are necessary to be signed by me in my absence to process the loan process. I hope that you will consider my letter of permission and help me get the loan payment as soon as possible.

Thank you so much for your coordination. Please reach out for any queries at (mention your contact details). For any loan-related queries, you can contact my wife at (mention your wife's contact details). I look forward to hearing from you soon.

Regards,

[Your Name]  
[Designation]  
[Department]