**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Loan Application for House Rent**

Dear [NAME],

This letter purports to ask for a loan of $[X] for the payment of the rent of my house. I rented a house in [MONTH] and started paying its monthly rent without paying the mortgage advance. I took some time from the house owner, but the time came to end, and I could not arrange the money.

I work in [NAME OF THE COMPANY] as a [POST]. My gross salary is $[X] which is not enough to meet my everyday expenditure and the advance rent to the house owner. Due to accommodation problems in the [AREA], I cannot change my living space as it will again cost the same. Therefore, I request you to issue a loan of $[X] which I will pay in monthly installments.

I have enclosed my credit report, credit score card, a financial report from the bank, and my company’s profile statement as evidence for your convenience. In case of any further queries, I am available at [PHONE]. You can write to me at [EMAIL] or call on for the purpose. I shall be grateful to you if you approve my loan application and direct your department to speed the follow-up of this case. Thank you.

Regards

[Your Name]  
[Address]