To

[The recipient]  
[Business Name]

**Re. Acknowledgment of Lending Money as Advance Salary as Mentioned**

Dear Sir,

I am [NAME OF THE LENDER], the [POSITION], from the [DEPARTMENT]. I lent an amount of $[X] from the Treasury Office of the organization. The organization tendered a policy of providing loans to support their employees financially at reasonable interest rates. The organization did so after the surveyed analysis of employees' suggestions on the cult of financial crunch owing to the rising inflation and covid-19 shutdowns.

I hereby, acknowledge receiving an amount of $[X] as a loan. I have received the loan on the following terms of conditions:

I applied for an amount of [$X] as a loan from the treasury. I and the authorities of [ORGANIZATION] agreed to the loan (as advance) of [$X]. The loan shall be deducted from my salary every month based on the negotiated interest and monthly amount. An amount of [$X] shall be deducted from my salary each month.

In case of any problem with the repayment, i.e., in case of resignation, termination, or unpaid leave, preference shall be made to pay through a cheque of the same amount every month. Moreover, I shall submit a letter of recommendation in any such case as referred.

I assure you of smooth repayment along with the termed interest rate. Thank you for your consideration.

Please find attached the required documents to substantiate the acknowledgment. Thank you.

Contact Details:

Phone: [NUMBER]  
Email: [EMAIL ADDRESS]

Warmly,

[NAME]  
[DESIGNATION]  
[COMPANY]