

Date:

Subject: Personal/Car Loan Request Letter

Employee Name :
Designation :
Date of Joining :
Salary :
Bank Name :
Account Number :

Dear Sirs,

This is to confirm that I request the Management of ALHOSN University to issue a Salary Certificate Letter in order to get a (personal/car) loan.

I also certify that I will notify ALHOSN University whenever my loan pay back installments are fully paid.

I irrevocably authorize ALHOSN University to notify the above stated Bank should my employment cease with ALHOSN University.

I also irrevocably authorize ALHOSN University to pay my terminal benefits, after recovering the dues of ALHOSN University, to the above stated Bank.

I also certify that I will not ask for the encashment of any leave balance, air ticket or salary in advance while the loan is still due.

I certify that this letter or any other document shall not constitute a guarantee by ALHOSN University for any financial obligations and ALHOSN University shall not be required to provide financial guarantee on my part towards repayment of the loan, overdraft or any kind of payments to the above stated Bank, its subsidiary, any other Bank, financial institute or any natural or corporate person.

I understand that the approval/Rejection of my request is subject to approval by the Management of ALHOSN University.

Yours Sincerely,

[Employee's Full Name] _____

Signature: _____

orig: HR Dept.
cc : Accts Dept.
Staff Personal File