

## Employee Loan Repayment Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

Following my visit with the Budget Manager yesterday, I would like to thank you for considering my plan for a loan repayment. I have been a loyal employee for the last three years. I am planning on buying my first house and I will utilize the loan for a down payment on the mortgage. I have gone through each of the terms and conditions of the loan payment and I agree with all of them.

As I stated in the Employee Loan Agreement I will make my required payments on time. I also hope to pay this employee loan off early. Thank you for your consideration in this personal matter. I look forward to hearing back from you next week. If you have any additional questions please call me at the number listed above at your convenience.

Best regards,  
[Your Signature]