

**To:** JEE[jeevacation@gmail.com]  
**From:** Cecile de Jongh  
**Sent:** Fri 9/27/2013 1:56:37 PM  
**Subject:** Fw: Assistance Request

Good morning Jeffrey,

██████████ is requesting a loan of \$3,500 to help with part of the repair cost of his car transmission. He would like to repay the loan through salary deductions of 18 months. He has been using his personal vehicle to run errands for the office since ██████████ and ██████████ left the company. We have reimbursed him at times for gas.

Please let me know your thoughts.

With warm regards,

Cecile

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"Nearly all men can stand adversity, but if you want to test a man's character, give him power." ~ Abraham Lincoln

 Please consider the environment before printing this e-mail.

----- Forwarded Message -----

**From:** ██████████  
**To:** ██████████  
**Sent:** Friday, September 20, 2013 3:33 PM  
**Subject:** Assistance Request

Good morning Cecile,

As per our discussion, I am requesting a loan of \$3,500.00 to help me repair the transmission for my vehicle. If I am granted the loan, can we make arrangements to repay the company in 39 payments (1.5 years) via check reduction . I greatly appreciate this.

Respectfully Submitted

