

To,
The Branch Manager,
The Co-operative City Bank Ltd.
..... Branch
Guwahati

Date _____

Dear Sir,

Sub : Short Term Loan against Daily Deposit A/c. No. _____

I/ We request you kindly to grant me a Short Term Loan of Rs. _____
(Rupees _____) against security of my/ our
above Daily Deposit A/c. The loan is required for the purpose of _____
_____ :

I hereby authorise you to please adjust the said Daily Deposit A/c towards the loan and interest accrued thereon in the event of non payment of the loan plus interest on maturity of the Daily Deposit A/c. The balance amount if any may be paid to me/ us in due course.

Thanking you,

Your's faithfully,

(Signature of A/c holder)

FOR OFFICE USE ONLY

A/c No. _____ Name of the A/c _____
Balance as on today Rs. _____ 80% Rs. _____
Loan applied for Rs. _____ (Rupees _____)
Balance of Previous loan Rs. _____
Total amount of loan recommended Rs. _____
(Rupees _____)

Sub-Acctt./Acctt./A.BM.

Total amount of loan sanctioned Rs. _____
(Rupees _____)

Interest Due @ p.a.

DOCUMENTS :

1. D.P. Note for Rs. _____
2. Letter of lien & set off

Br. Manager/Dev. Officer/ C.E.O.