

From:
The Chief/Branch Manager
STATE BANK OF INDIA
_____ Branch

To
The Assistant General Manager
STATE BANK OF INDIA
Retail Assets Central Processing Centre
Beside H.P.O., Patny Circle
Secunderabad - 500003.

Date :

Dear Sir,

PERSONAL BANKING ADVANCES
HOUSING LOAN OF SRI / SMT. _____
TAKEOVER OF HOUSING LOAN FROM _____
REQUEST FOR WAIVER OF INTERIM/THIRD PARTY GUARANTEE

This is to request you that the proposal for takeover of Housing Loan advance from _____ Bank has been received by our Branch. The prospective borrower(s) is/are sound enough to repay the loan amount and he/she/they is/are having good financial background. As such we request you to waive the interim/third party guarantee for the aforesaid Housing Loan as a special case.

Yours faithfully,

CHIEF/BRANCH MANAGER.