

From _____

To
The Assistant General Manager,
STATE BANK OF INDIA,
Retail Assets Central Processing Centre,
Patny centre, SECUNDERABAD—26.

Date:

Dear Sir,

REQUEST FOR TAKING OVER OF HOUSING LOAN ACCOUNT NO. FROM

On the taking over of housing loan from other Banks, I advise that I am employed as _____ (Designation)
with

and my net salary per month is Ps. ____ I have availed housing loan from (Financing Agency), details of which are furnished hereunder


- a) Name of the Financing Agency (Bank)
b) Date of Sanction : _____ Sanctioned Loan: Rs. _____
Lacs.
c) Repayment Schedule Repayable in _____ Monthly instalments of Rs. _____
p.m. from _____
d) Original project cost : Rs. _____ Lacs
e) Out standings in Loan Account Rs. _____
1) Any arrears in repayment, if any.

With reasons therefore

2. I now request you to please takeover my housing loan from for which I undertake to abide by all the terms and conditions of the Bank.

Thanking you Sir,

Yours faithfully,


(Signature of the applicant)